

Foundations of Project Management

+ Content

The seminar provides comprehensive foundations of project management – from project definition and goal setting to resource planning, project control, and operational quality management. You will learn how to plan project processes methodically, assess risks, and become familiar with suitable software tools. Another focus is on leading and motivating project teams as well as managing change, conflicts, and escalations. The seminar is rounded off with practical applications, experience sharing, and joint reflection.

+ Target Audience

Managing directors, executives, project managers, and decision-makers from all sectors

+ Customization

Together we tailor the agenda to the needs of your company – both in terms of duration and content. You also have the choice of conducting the seminars on-site or conveniently online.

+ Seminar Agenda

Welcome, Introductions and Defining objectives

Foundations of Project Management

- + Definitions of terms
- + Project types
- + Project organization (roles in the project)

Project Planning Part 1

- + Definition of project content and scope
- + Definition of project objectives
- + Capacity and resource planning, including cost management

Project Planning Part 2

- + Design and implementation of the project methodology; planning of project processes
- + Development of workflow and timeline planning, including the definition and control of quality objectives
- + Establishment of risk management

Project organization

- + Project management, monitoring, and control

Optimization potential in operational quality management

- + Change management
- + Project closure and documentation
- + Team leadership and motivation, including conflict resolution and escalation management

Project planning systems/- Software

Feedback und joint discussion

Contact

... we look forward to hearing from you:

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