

# Project Management Introductory course

A 5 day Project Management seminar in Albania based on international Standards according to PMI®

## CONTENT & OBJECTIVES OF THE TRAINING:

Purpose of the 5-day training is to align Project Managers as well as Project Team Members and Project Sponsors with Best-Practice Project Management standards and skills. Project managers are able to initiate and plan projects in terms of times, costs, resources, risks, stakeholders.

The seminar focuses on the processes, methods and tools to be used to set up and plan projects, practice in workshops and Case Studies and in discussions in combination with refreshing theoretical input offers a totally new learning experience. The training itself is very much focused on practical implementation of tools and methods using common sense and best-practice approaches. The Training is based on PMI® – International Project Management Standards, but is not a Preparation Training for PMP® Certification.

## ASPECTS AND TOPICS TO BE COVERED IN THE TRAINING:

- Basics of Project Management
- Reasons for Project Management
- Definitions Project, Process
- From the Objective to the Project Charter
- Roles and Responsibilities
- Workshops and Discussions
- Organizational Aspects of Project Management
- Project Planning
  - The Project Plan
  - Work Packages
  - Work Breakdown Structure
- Workshops and Discussions
- Time Scheduling
- Gantt Charts
- Resource Planning
- Cost Planning
- Environmental Analysis
- Risk Analysis
- Case Study
- Workshops and Discussions

**Attendees shall have a close connection to project management (currently run a project, will run a project soon, or similar to ensure best know how transfer).**

### Duration:

5 days

