



Project Management Seminar “Best Practice” – two days

Made by Professionals for Professionals

Topics, Tasks and Tools at a glance:
What makes the difference in projects!

- On the strategic level: “To do the right thing !”
 - On the operational level: “To do the right thing correctly !”
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Day 1:

Project Targets, Project Requirements and Project Planning

- Start of the Project / Project Initiation
 - From the idea to the end of the project
 - Project assignment, costs/benefits, kick-off
- Smart Project Targets
 - Set SMART objectives
 - Target setting / requirements (delineation/specification)
Contract management, change management
- Project Structuring and Planning
 - Project environment, organisation and instances
 - Action plan, accumulation and structuring of components
 - Phases and milestones, management of appointments and resources
- Risk Management / Multi Project Management: An Overview
 - To identify risks and chances: analysis, precaution, measures
 - Portfolio management



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Day 2:

Project Controlling and Project Communication, Project Marketing, Organisation and Accomplishment of Effective Project Meetings, Balance

- Project Controlling
 - Integrated project management in practice
 - Evaluation of the project advancement and trend statements: milestone-trend-analysis, Earned-Value-Analysis, quality control
 - Reporting: status and escalation – reports as decision guidance
 - Project controlling with MS-Project

- Communication and Team Leadership
 - Team formation: phases, advantages and dangers; motivation
 - Conflict management: Understanding and solving conflicts

- Project Marketing: To Impart Purpose Inwards and Outwards
 - Visualisation and presentation
 - Organisation, accomplishment (and moderation) and wrap-up (incl. documentation) of effective project meetings

- Digression: Balance – Creativity and Calmness, “Management by...”
 - Elegant project management and other successful strategies
 - Calmness in case of merciless deadlines and efficiency in chaos
 - The seven virtues of the successful project manager