

€ TRAINING

Guide to Project Management Development
PMD Pro 1

A group of four smiling business professionals (two men and two women) are seated at a table in a meeting room. They are all wearing white shirts. The woman in the foreground is wearing a black top and a multi-strand necklace. The background is a bright, modern office environment with large windows.

7 - 11 October 2024
Madrid (Spain)



Guide to Project Management Development PMD Pro 1

REF: P826 DATE: 7 - 11 October 2024 Venue: Madrid (Spain) - Fee: 5300 Euro

Introduction:

This training program is designed to prepare participants for the certification exam only.

Projects, regardless of their scope, follow key management principles. The management of development projects is particularly impactful, often affecting the livelihoods of many people. This training program serves as a guide to the entire project management process, helping participants navigate through the various stages while enhancing their awareness of critical but often overlooked details.

Program Objectives:

By the end of this program, participants will be able to:

- Understand the complete lifecycle of development projects, from identification to assessment.
- Set up and structure projects efficiently using governance frameworks and comprehensive planning strategies.
- Execute projects by managing schedules, teams, and applying evaluation and control methods effectively.
- Implement change management and closure strategies to ensure a smooth project transition and successful completion.
- Master essential project management disciplines, including time, financial, risk, and stakeholder management.
- Prepare for the certification exam.

Target Audience:

- Project managers.
- Development sector professionals.
- Consultants/contract staff.
- Staff of international NGOs.

Program Outline:

Unit 1:

Navigating Development Projects: From Inception to Assessment:

- Introducing projects and their importance in the development sector.
- Understanding the life cycle of development projects.
- Project identification and design: key elements and techniques.
- Effective data collection and analysis for project success.
- Assessing project needs to ensure alignment with objectives.

Unit 2:

Project Setup and Planning: Governance, Frameworks, and Strategy:

- Setting up the project structure and governance frameworks.
- Developing the project logical framework logframe for clear objectives.
- Project planning: why it's crucial and how to do it effectively.
- Key components of a comprehensive project plan.
- The role of governance in successful project execution.

Unit 3:

Executing Projects: Scheduling, Evaluation, and People Management:

- Project implementation: maintaining schedules and timelines.
- Managing people and teams effectively in project settings.
- Monitoring and evaluation techniques to track progress.
- Planning project monitoring for timely interventions.
- Project evaluation and control methods to ensure success.

Unit 4:

Change Management and Closing Projects:

- Applying change management principles to manage project transitions.
- Addressing issues in project transitions and ensuring smooth closures.
- Developing effective project closure strategies.
- Verifying project deliverables and ensuring alignment with goals.



- Key aspects to consider in the final stages of project closure.

Unit 5:

Certification Exam Preparation:

- Review of key topics: project lifecycle, planning, execution, and closure.
- Sample exam questions and their potential answers.
- Reviewing project management methodologies and tools for success.
- Resources and materials for further study.

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