

# € TRAINING

Effective Project Management



23 - 27 December 2024  
Madrid (Spain)



# Effective Project Management

REF: P251 DATE: 23 - 27 December 2024 Venue: Madrid (Spain) - Fee: 5300 Euro

## Introduction:

This training program is designed to equip participants with the essential skills and knowledge needed to successfully lead and deliver projects. It equips individuals with the skills and confidence needed to efficiently manage resources, navigate challenges, and deliver successful outcomes in diverse project environments.

## Program Objectives:

At the end of this program the participants will be able to:

- Enhance Risk Management Across the Project Life Cycle.
- Utilize Solid Metrics for Project Tracking.
- Manage Difficult Vendors Effectively.
- Enhance Time and Cost Estimation for Complex Projects.
- Mitigate Cost and Schedule Risks with Advanced Techniques.
- Report Progress on Complex Projects.

## Targeted Audience:

- Project Managers.
- Members of Project Offices.
- Project Sponsors.
- Functional Managers.
- Senior Management.

## Program Outlines:

### Unit 1:

#### Project Initiation and Planning:

- Understanding project management fundamentals and methodologies.
- Defining project scope, objectives, and deliverables.

- Identifying project stakeholders and establishing communication channels.
- Developing a project plan, including timelines, milestones, and resource allocation.
- Conducting risk assessments and developing risk management strategies.

## Unit 2:

### Project Execution and Monitoring:

- Implementing the project plan and managing project resources.
- Monitoring project progress against established timelines and milestones.
- Addressing issues and risks as they arise to ensure project success.
- Managing changes to project scope, schedule, and budget.
- Communicating project status updates to stakeholders and project team members.

## Unit 3:

### Quality Management and Assurance:

- Understanding quality management principles and techniques.
- Developing quality standards and metrics for project deliverables.
- Implementing quality assurance processes to ensure compliance with requirements.
- Conducting quality control activities to monitor and evaluate project performance.
- Continuously improving project processes and deliverables to enhance quality.

## Unit 4:

### Team Leadership and Communication:

- Building and leading effective project teams.
- Motivating team members and fostering a collaborative work environment.
- Facilitating communication and collaboration among project stakeholders.
- Resolving conflicts and managing team dynamics.
- Providing feedback and recognition to team members to enhance performance.

## Unit 5:

### Continuous Improvement and Knowledge Sharing:

- Establishing processes for capturing and documenting lessons learned throughout the project lifecycle.
- Analyzing project outcomes and identifying areas for improvement.
- Implementing feedback mechanisms to gather insights from project stakeholders.
- Sharing best practices and success stories with the wider organization.
- Fostering a culture of continuous learning and innovation within the project team and beyond.