

# € TRAINING

Project Management Best Practice in  
Planning and Organizing

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.

19 - 23 August 2024  
Geneva (Switzerland)



# Project Management Best Practice in Planning and Organizing

REF: P2384 DATE: 19 - 23 August 2024 Venue: Geneva (Switzerland) - Fee: 5940 Euro

## Introduction:

Effective project planning and organizing are fundamental skills for any project manager. Mastery of these skills is crucial for ensuring that projects are completed on schedule, within budget, and to the highest quality standards. This program is designed to impart best practices in project planning and organizing, equipping participants with the tools and techniques necessary for successful project management.

## Program Objectives:

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

- Define project management best practices in planning and organizing.
- Develop a project plan that is comprehensive, realistic, and achievable.
- Identify and manage project risks.
- Communicate effectively with stakeholders throughout the project lifecycle.
- Monitor and control project progress to ensure that the project stays on track.

## Targeted Audience:

- Project managers.
- Project coordinators.
- Team leaders.

## Program Outlines:

### Unit 1:

#### Foundations of Project Management: A Comprehensive Guide:

- Introduction to project management.
- The project life cycle.
- Project planning best practices.
- Identifying and managing project stakeholders.

- Developing a project charter.

## Unit 2:

### Essentials of Project Planning & Management:

- Work breakdown structure WBS development.
- Activity scheduling and estimation.
- Resource planning and budgeting.
- Risk management.
- Communication planning.

## Unit 3:

### Efficient Project Execution & Control Strategies:

- Project plan execution.
- Monitoring and controlling project progress.
- Earned value management.
- Issue and risk management.
- Change management.

## Unit 4:

### Mastering Project Dynamics: Stakeholders, Communication, Teams, and Agility:

- Stakeholder management.
- Communication management.
- Team management.
- Leadership and motivation.
- Agile project management.

## Unit 5:

### Certification Essentials: Team Leadership & Agile Practices:



- Project Management Certification Overview.
- Team building and management best practices.
- Leadership and motivation strategies for project managers.
- Agile project management principles and practices.