



Project Management Best Practice in
Planning & Organizing



23 - 27 December 2024
Madrid (Spain)



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Introduction:

Project planning and organizing are essential skills for any project manager. Effective planning and organizing can help to ensure that projects are completed on time, within budget, and to the required quality standards. This program will teach you the best practices for project planning and organizing and will provide you with the tools and techniques you need to successfully manage your projects.

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.