

# € TRAINING

Project Management Skills



4 - 8 November 2024  
Baku (Azerbaijan)  
Holiday Inn Baku



# Project Management Skills

REF: P1204 DATE: 4 - 8 November 2024 Venue: Baku (Azerbaijan) - Holiday Inn Baku Fee: 5830 Euro

## Introduction:

The Project Management Skills program is tailored to enhance participants' competency in essential project management practices and techniques. Through a blend of theoretical knowledge and practical applications, participants develop proficiency in leadership, communication, problem-solving, and decision-making within project environments.

## Program Objectives:

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

- Plan projects using the statement of work and Work Breakdown Structure WBS.
- Schedule projects activities and build the project network model.
- Calculate project budgets and schedule variances using Earned Value EV techniques.
- Select the right projects using capital budgeting techniques.
- Relate to project stakeholders through better negotiation and communication skills.

## Targeted Audience:

- Project managers.
- Members of project offices.
- Project Sponsors.
- Functional managers and Senior management.

## Program Outlines:

### Unit 1:

#### Planning Projects:

- Distinguishing Projects from Operations: Definitions and Applications.
- Managing Project Constraints and Benefits.
- Exploring the Project Life Cycle and Charter.

- Defining Project Scope, Specifications, and Constraints.
- Applying Work Breakdown Structure for Project Decomposition.
- Understanding the Fundamentals of Project Management Definitions and Practices.

## Unit 2:

### Scheduling Projects:

- Sequencing Activities: WBS Linkage and Predecessor Techniques.
- Mastering Project Evaluation: PERT and Critical Path Method CPM.
- Scheduling Strategies: Forward and Backward Scheduling Methods.
- Visualizing Progress: Gantt and Milestone Charts.
- Optimizing Resources: Resource Planning and Leveling.
- Efficiency Techniques: Slack Management and Schedule Compression Strategies.

## Unit 3:

### Organizing and Controlling Projects:

- Project Organization and Control: Reporting and Auditing.
- Implementing Earned Value Management: Variances and Performance Indexes.
- Maximizing Project Efficiency: Benefits of Earned Value Management.
- Utilizing Software Tools: Role and Importance in Project Management.
- Evaluating Schedule and Budget Variances for Performance Improvement.
- Enhancing Project Management Reporting for Better Decision-Making.

## Unit 4:

### Selecting Projects Using Capital Budgeting Techniques:

- Definition of capital budgeting.
- Accounting Rate of Return ARR.
- Payback Period PP.
- Net Present Value NPV.

- Internal Rate of Return IRR.

## Unit 5:

### Managing Project Stakeholders:

- Identifying stakeholders.
- Types of stakeholders.
- Managing stakeholder engagement.
- Project manager skills.
- Project negotiation.