



Mastering Project Management



11 - 22 November 2024  
Madrid (Spain)



# Mastering Project Management

REF: P785 DATE: 11 - 22 November 2024 Venue: Madrid (Spain) - Fee: 7950 Euro

## Introduction:

The Mastering Project Management program offers intensive training to develop advanced project management skills. Participants emerge as adept project managers capable of navigating complex environments and delivering results effectively. This program covers the entire project life cycle and is structured after the Project Management Institute's A Guide to the Project Management Body of Knowledge.

## Program Objectives:

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

- Identify and prioritize project requirements to ensure successful delivery and stakeholder satisfaction.
- Apply best practices to plan and run a project successfully using proven project management processes.
- Implement risk management tools and techniques for identification, analysis, and development of strategies.
- Estimate resources and budgets, and schedule task work and duration with confidence.

## Targeted Audience:

- Project managers.
- Team leaders.
- Business analysts.
- Consultants.
- Engineers.
- Individuals aspiring to pursue careers in project management.

## Program Outlines:

### Unit 1:

#### The Framework of Project Management:

- Choosing the right project lifecycle model.
- Identifying and analyzing project stakeholders.

## Unit 2:

### Project Management Processes:

- Understanding the project management process, including process groups and knowledge areas.
- Developing a project charter and documenting the project scope.
- Creating a project management plan and controlling change throughout the project lifecycle.
- Directing and managing project execution, as well as monitoring and controlling work progress.
- Closing the project effectively while ensuring project success.

## Unit 3:

### Tools and Techniques for Project Scope Management:

- Scope planning.
- Scope definition.
- Developing the Work Breakdown Structure.
- Scope verification.
- Scope control.

## Unit 4:

### Tools and Techniques for Project Time Management:

- Activity Definition.
- Activity Sequencing.
- Resource Estimating.
- Duration Estimating.
- Schedule Development.
- Schedule Control.

## Unit 5:

### Tools and Techniques for Project Cost Management:

- Cost estimating.
- Cost Budgeting.
- Cost Control.

#### Unit 6:

##### Tools and Techniques for Project Quality Management:

- Quality Planning.
- Quality Assurance.
- Quality Control.

#### Unit 7:

##### Tools and Techniques for Project Human Resource Management:

- HR Planning.
- Team Acquisition.
- Team Development.
- Team Management.

#### Unit 8:

##### Tools and Techniques for Project Communication Management:

- Communication Planning.
- Information Distribution.
- Performance Reporting.
- Managing Stakeholders.

#### Unit 9:

##### Tools and Techniques for Project Risk Management:

- Risk Management Planning.
- Identifying Risk.

- Qualitative Risk Analysis.
- Quantitative Risk Analysis.
- Risk Response Planning.
- Monitoring and Controlling Risk.

## Unit 10:

### Tools and Techniques for Project Procurement Management:

- Procurement Planning.
- Contract Planning.
- Solicitation.
- Vendor Selection.
- Contract Management.
- Contract Closure.