

## Context

Every organisation is full of projects, but how are they handled efficiently? We follow the Project Management process flow, based on the best practices of various methodologies such as Prince2 and PMBoK and learn to apply various tools in a practical way. We create a common language around projects and thus work towards a uniform way of executing projects.

## Our approach

- This training consists of 3 training days, preferably divided 2+1.
- The course offers a mix of theoretical underpinnings and practical exercises.
- Each participant should have a project to apply what they have learned to.
- We will work concretely on participants' projects.
- The training provides the opportunity for experience exchange with other participants.
- The learning experience is supported and enhanced by the use of an online learning platform.
- A training certificate can be provided.

## What can you expect?

- Advanced planning techniques:
  - Planning a project through mind mapping
  - Budgeting based on WBS/milestone plan
  - Network scheduling techniques
- Managing a project team:
  - Building a project team (FRY)
  - Organising efficient project team meetings
  - Managing evolution in a project team (Tuckman)
  - Dealing with the different personalities in the project team (Belbin team roles - incl. certified assessment)
- Managing project stakeholders:
  - Clear roles and responsibilities in a project environment (social contract)
  - Stakeholder analysis
  - Stakeholder management
  - Communication in and around projects
  - Creating commitment in and around projects
  - Dealing with change in projects (incl. scope changes)
  - Dealing with resistance in projects
- Project leadership :
  - Project manager = technical expert?
  - Situational project leadership: adapting your leadership style to the maturity of the project team



## Programme

### IDEA PHASE

- ┆ Elevator's pitch
- ┆ Project excellence philosophy
- ┆ Project portfolio management

### DEFINITION PHASE

- ┆ Delineating a project with the project triangle
- ┆ Content of the project charter
- ┆ Different roles in a project
- ┆ Social contract between project manager and client
- ┆ Stakeholder analysis & communication plan
- ┆ Risk analysis & follow-up

### PLANNING PHASE

- ┆ Work Breakdown Structure
- ┆ Milestone planning
- ┆ Activity planning
- ┆ Rolling wave planning

### IMPLEMENTATION PHASE

- ┆ Managing the project team
- ┆ Creating commitment
- ┆ Efficient project team meetings :
  - Kick-off meeting
  - Learning stop
  - Decision-making in team (consultative decision-making)
- ┆ Dealing with change
- ┆ Dealing with resistance

### MONITORING & ADJUSTMENT

- ┆ Scope changes
- ┆ Learning stop
- ┆ Status report

### TRANSFER & CLOSURE PHASE

- ┆ Project aftercare
- ┆ Project evaluation

### Testimonials

“Strong interaction with own examples from the group.”

“One of the better trainings that I have already attended. Concrete and useful tips.”

“Very interesting training as a capstone for tackling projects.”

“I am very happy that I took the course because it really adds value to my ongoing projects.”

“Theory becomes very practical by working with actual projects.”