



PROJECT MANAGER

The participants will improve their **nine competencies for Project Manager** as per occupational standard: Establish the goal of the project, Establish the requests of the integral management of the project, Planning the activities and milestones, Costs management and resources, Purchase procedure for the project, Risks management, Project team management, Communication management, Quality management of the project.

There are a lot of exercises for team working and analyse the importance of their involvement in all project stages. It will take place a role play and we will watch and discuss a professional movie.

In the last day of the training course we will have a **final recap and the written Exam**.

OBJECTIVES

By the end of the course the participants will be able to:

- become authorised as project managers, according on the exam results
- analyse and understand the nature of projects
- identify the strategic objectives of a project
- realise a resources plan for a project
- lead the people involved into a project
- plan and control three important factors of a project: time, quality, cost
- evaluate risks factors and will monitor the project activities
- review the working plan of a project when the initial planning fails
- assure the project implementation to achieve the objectives
- elaborate measures and responsibilities for project quality assurance

COURSE CONTENT

- The project from conception to completion. Definition. Project Cycle.
- Project management:
 - Roles of the project manager
 - Functions of project management
- Tasks of the project manager:
 - Establish the goal of the project
 - Problem identification
 - Decision making

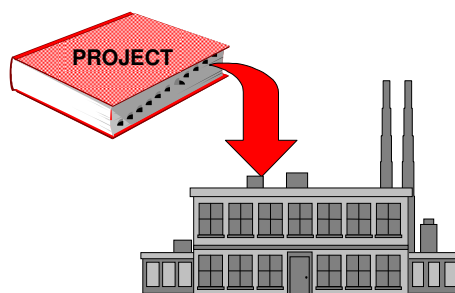
- Communication
- Negotiation
- Problem solving

- Organisational influences:
 - Structure
 - Culture
 - Human Resources Management
- Planning the project implementation. The plan items. Gantt Chart.
- Costs management and operational resources.
- Risks Management.
- Project management systems (monitoring, reporting)
- Project quality management

PARTICIPANTS

- * Project managers
- * Team members of a project
- * People responsible with project implementation in different stages
- * **Graduated at least high school**

DURATION: 3 + 1 days



===== MINARDO =====

Graduation
DIPLOMA

NATIONAL
RECOGNITION