



## Project management – tools and techniques

In today's constantly changing business world, project managers are faced with managing larger, more complex projects with limited budgets and scarce resources. To avoid rework, delay and disruption, project managers need advanced tools and techniques to manage this rapidly changing environment. Project management training courses will help you deliver smarter solutions on time and within budget.

We believe successful projects can be achieved only by a combination of structured, „hard,, project tools with “soft” project tools, ensuring the acceptance of a requested change, which arises from the project.



The key point, leading to the fulfillment of project goals, is to understand that project management means also to tailor yourself and your company to change.

### Typical case

- Functional management of work does not suit your book anymore and a company is transformed to project way of management.
- Project managers have managed projects by “feeling” so far, and they now need to use professional techniques.
- Projects fail to perform planned targets where time, costs and quality is concerned.
- Projects are perfectly managed where organization is concerned, but the environment does not accept the change that the project brings.

### What you will learn

- To understand the principles of project management with daily experience.
- To understand the roles and responsibility of particular participants in the project.
- To ensure a successful course of the project and a maximize



project outcome.

- To know how to apply the management and control tools of the project.
- To get to know different kinds of reaction to change and to know how to face criticism.
- To schedule change activities during the whole process course
- To know how to communicate and cooperate within a team.

### Principles and agenda of training



What is project management	Risk management planning
Limitations of project	Creating a project plan
Setting up a goal	Creating a communication plan
Setting up a project team	Project management
Analysis of Stakeholders	Change management
Project meeting management	Communication of project results
Definition of scale – WBS creating	Delivery and summary of the results of the project

### Basic attributes of training

<b>Time of duration</b>	2 days
<b>Target group</b>	Product managers, IT managers, production managers, team managers
<b>Number of participants</b>	10-15 participants
<b>Training languages</b>	Czech, English



## References

Siemens | Telefonica O2 | ČSOB | Vodafone | GE Aviation

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