DAY 1

9h-13h15
- Basics in project management (e.g.: project, operation and project management)
- PM standards
- Project success criteria and success factors
- Projects, programmes and portfolios

Break (11h15-11h30)

- Project lifecycle
- Planning tools: project charter, project plan

14h30-18h
- Planning and managing the project core areas:
  ✓ Scope;
  ✓ Time;
  ✓ Organization;
  ✓ Stakeholders;
  ✓ Quality;
  ✓ Communications.
- Project plan (team work).

DAY 2

9h30 – 13h15
- Behavioural and contextual skills in project management (competence baseline for PM)
- Human resources management.

14h30 – 16h30
- Planning and managing the project core areas:
  ✓ Costs
  ✓ Risks.

16h45-18h
- Microsoft Project fundamentals.