# PROJECT MANAGEMENT COURSE

## 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.