

# Project Management I Methodology and Tools

Basic principles for an efficient and successful settlement of projects

## About the topic

The complexity of projects has increased considerably in the past years and with it the requirements for the methodical competence of the project manager. Handling permanent time and resource constraints and shorter product life cycles as well as processing interdisciplinary and networked project contents require profound project management knowledge.

## Who should attend the seminar?

The seminar addresses to project managers, project assistants and team members who are involved in the successful achievement of projects. The seminar is suitable for people in all markets and branches and for private organisations as well as for public administrations.

## Your benefit

- You will gain an extensive knowledge on all the methodical aspects of project management and develop competence to achieve successful projects
- You will learn how to formulate project requests, agree on project charters, perform situation analysis, formulate objectives, plan procedures and monitor progress
- You know the tasks and duties of all parties involved in a project
- You will improve your ability to evaluate critical project situations and develop means to overcome them
- You will improve your credibility by showing a high competence in applying appropriate methods and tools in project work

## Your company's benefit

- Efficient and effective procedures will optimise the deployment of resources
- Establishing proper project plans will reduce delays and cost overruns
- Early recognition of critical situations and definition of adequate means will reduce the project risks
- Good cost-benefit ratio and quick return on investment

## Contents

- Project definition
- Different phase models
- Situation and context analysis
- Risk management in projects
- Formulation of objectives
- Finding solutions
- Decision making processes
- Project vs. line organisation
- Tasks of the different project bodies
- Structuring and planning a project
- Monitoring and controlling projects
- Profitability issues
- Closing of projects
- Success factors of project management

## Methods

In this seminar a well-balanced proportion of lectures, discussions and group works will enable you to comprehend the extensive content. Best-practise examples will complete each topic. You are expected to bring along your own project situations which will help you to consolidate your findings.

## Trainers

Daniel T. Baumann  
Jürg Kuster

Details of which lecturer participates in which seminar are available on request.

## Administration

### Dates

8. – 10. November 2010

### Duration

3 days

### Schedule

Start on 1. day	9.30 a.m.
End on 3. day	5 p.m.

### Venue

Technopark, Zurich

### No. of participants

12 persons

### Documentation

Participants receive a written documentation for reference with in-depth information on the seminar topic.

### Seminar rates

CHF 2970.– per person  
(CHF 2670.– for each additional employee of the same company attending the same seminar)

Please also note the terms and conditions.