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1125 BUDAPEST, ISTENHEGYI ÚT 63/B.

## PROJECT MANAGEMENT TRAINING

3 DAYS TRAINING

### Goal of the training:

To acquaint the theory and practice of project management with the participants. To practice the methods of project management through examples and case studies. To develop the participants' ability to manage projects, and to prepare them for conducting independent and successful projects.

### 1. day

#### Project management basics

- What is the project? Project features
- Project life cycle, project phases (start-up, planning, execution, monitoring, closure)
- Project manager's tasks

#### Project organization

- Project organization
- Project team establishment
- Team work rules during projects
- Organizing and conducting project meetings
- Project diary
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### 2. day

#### Project planning

- Determine project goals
- Project structure plan
- Work packages
- Milestones
- Determine tasks, prepare schedule
- Capacity and resource planning
- Methods of project planning (Gantt, PERT, CPM)

#### Project monitoring

- Follow-up
- Deadlines, milestones
- Project controlling, project efficiency calculations, ROI calculation
- Project evaluation, closure

### 3. day

#### Project management

- Management knowledge
- Project manager's role and tasks
- Change management of projects
- Communication
- Time management during projects
- Conflict management
- Critical success factors of project management
- Project documentation

#### Exam

- Presentation of the individual pilot project, and
- Written exam