

2. Project Management Fundamentals Training

Becoming a project manager can be a tough path to follow. You have to be part of the project team, manage parts of projects and, in the end, accumulate the necessary experience to successfully deliver – while leading a team – a full project. Moreover, applicability of the techniques, methods and methodologies to manage projects can differ from company to company, making a project manager’s life even more difficult.

But, at some point, you feel that you must and want to take the step. You want to lead your first project and be a **Project Manager** (even a junior one). **TSP(smartprojects.ro)** is right beside you at **the beginning of your career in Project Management**. We will help you find and learn the **right tools and skills** to make sure that, everyday, **you will become more proficient** and achieve your career goals.

During this training, participants will learn how to:

- ✔ **Make the difference** between iterative activities and projects
 - ✔ Interpret a project **feasibility study**
 - ✔ Prepare a **project proposal**
 - ✔ Differentiate **project management processes** and apply them in projects
 - ✔ Define correctly **objectives for a project**
 - ✔ **Plan a project in detail**
 - ✔ **Break-down project’s operational activities** in manageable structures
 - ✔ Use the plans to **monitor and control** the execution of the project
 - ✔ Apply correctly the **project dimensions “hexagon”** (ex-triple constraints)
 - ✔ Define the **stakeholder concept**,
 - ✔ Identify the project’s stakeholders and **define their role and responsibilities**
 - ✔ Build and track the project’s **risk register**,
 - ✔ **Prepare the correct answers** to the identified risks
 - ✔ **Monitor and measure the quality** of the deliverables of the project
 - ✔ **Close the project and document the main conclusions**
- ✔ **And many more....**

Training process details and options:

	Option 1	Option 2	Option 3
Duration/session	2 days	1/2 month (4 hours/day; 2 days/week)	1 month (2 hours/day; 2 days/week)
Number of participants	minimum 8 – maximum 12		
Location	Client’s location		
Training Language	Romanian or English		
Logistic needed	Video projector, Flipcharts and Markers (min 4)		
Pre-requisites	PM Test Completed (to be provided before the training)		
Participants will receive	Participant Manual (including PM templates) & Participation Certificate		

Additional modules can be added to this training*:

CAPM Exam Prep

Finance for PM - basic

Servant Leadership

Time Management

Conflict Management

*Details about the modules can be found separately as part of the PM development programme based on the Smart Project Delivery (® TSP) framework.