# „Project Management  – be ahead of the future using imagination (according to PMBOK®Guide –  Project Management Body of Knowledge 4th edition)"

## Course description:

The training deals with mastering the art of project management, learning and practicing all the processes/phases of its implementation: Phase/Process – initiation;  Phase/Process – project planning:  Phase/Process – project implementation; Phase/Process – project monitoring; Phase/Process – the end of the project. Training/workshop demonstrates and teaches how to achieve the project's goals without being under negative influence and without causing aggression. Workshops are conducted according to the latest techniques of adult learning. The advantage of this course is the very dynamic process and a thoughtful selection of exercises, so that we get a large influence on the effectiveness of behavior change of participants.

## Acquired skills:

As in any field, where a man tries to act rationally, so in the project management there are some aspects that are crucial as: creating an aim, realizing what kind of aim is it (mainly: the scope, cost, time), what we want to achieve, what kinds of things give us pleasure (and also what things make us unsatisfactory). Project management is the art of implementing something single/new with the participation of other people by influencing their actions, it is the art of achieving its parameters, which optimizes the use of resources to achieve the desired results.

**The workshop we propose, equips participants with the ability to prepare and carry out projects in such a way that enables them to achieve assuming objectives.**

- Participant knows the difference (as well as what is the same) between project management and other forms of management

- Participant knows what the project is and who the stakeholders of the project are

- Participant knows the project processes/phases

- Participant is able to set the scope and use the main documents, which describes the scope / aim of the project: *Project Card, Preliminary Project Scope Declaration, Project Scope Declaration*

- Participant is able to set an aim for the project in the form of SMART and then he knows how to use SMART objectives

- Participant in the course of the project is able to use the structure: aim-plan-negotiation-control and reaction to not achieving the aim

- Participant knows how to create a *project management plan*: mainly in the aspect of scope, cost and time, but also the in terms of quality, communication and risk

- Participant can manage a project team

- Participant is able to communicate with all stakeholders

- Participant understands the interests connected with disputes, he does not avoid difficult issues, he is assertive in his communication – he can communicate without arousing aggression and at the same time he is able to achieve his assuming objectives.

- Participant uses social influence during implementing the project process and he is able to recognize and respond to this impact which has an great significance on the project.

## *Training program:*

### *1) What is a project, what is a project management*

- Differences and similarities between the various forms and levels of management and project management

- Who are the stakeholders and what is the environment of the project

### *2) Project objective/scope is the most important*

- What types of objectives to prepare

- How many objectives to prepare

- Objectives in SMART form

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### 3)Project processes/phases

- Phase /Process – project initiation

- Phase /Process – project planning

- Phase /Process – project implementation

- Phase /Process – project monitoring

- Phase /Process – the end of the project

### 4) Project management is an assertive communication

Active listening

- Paraphrasing,
- Open questions,
- Classifying,
- Reflecting,

The message of type "I"

### 5) Project management means influencing/impact

- the influence based on reciprocity

- the influence based on commitment and consistency

- the influence based on social proof

- the influence based on liking

- the influence based on authority

- the influence based on scarcity ( things are more attractive when their availability is limited or when we stand to lose the opportunity to acquire them on favorable terms)

### Methodology:

During the training we use the following training methods:

- Power Point mini lecture
- team games and group exercises

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- open discussion
- role plays
- working with the video camera and analysis of the obtained information
- mini training films

*Organizational information:*
Number of training hours: 12 hours / 2days
Time of training 9:15-15:15
Place of training: Łódź, Piotrkowska 125 – KM Studio - trainings