informatech



PROJECT MANAGEMENT | PM-009

Project Management Specialist

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Course content

Why Attend

Course Introduction

This Project Management Specialist training course provides a thorough guide to managing projects of any size, from small initiatives to complex undertakings. It offers a solid foundation in project management, covering every stage from initiation to successful completion.

The Project Management Specialist training course delves into the fundamental differences between project management and operational management, highlighting the critical role of project management in driving organizational change. You will learn to apply best practice techniques throughout the project lifecycle—Inception, Definition, Execution, Monitoring and Control, and Closure.

The course covers both hard skills, such as Scope Management, Schedule Management, Resource Management, and Cost Management, as well as essential soft skills like Team Leadership, Stakeholder Management, Project Communications, and Conflict Management.

Recognizing Project Management as a vital organizational competency, the course also emphasizes how the Project Manager interacts with other key roles, including the Project Sponsor, Project Team, Steering Group, and Project Management Office, all of whom contribute to the project's success and overall management capability within the organization.

This training course will feature:

- An Introduction to the World of Project Management
- The Project Manager's Roles and Responsibilities
- Project Planning, Scheduling and Budgeting
- Project Resourcing, Monitoring and Control
- Project Evaluation, Reporting, Closure and Hand-Over

Course Methodology



Course content

Course Methodology

This training course will utilise a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. This includes small group discussions that will enable delegates to share their own experiences and discuss the course concepts.

Hands-on exercises and case studies will provide the opportunity to practice the use of the models, techniques and competencies covered. Personal assessment, reflection and action planning will ensure that delegates know how they will put the learning into practice.

Who should Attend?

This training course is designed for professionals either directly or indirectly involved in the delivery of projects. It is suitable for a wide range of project management professionals but will greatly benefit:

- Existing Project Managers
- New Project Managers
- Project Team Members
- Project Sponsors
- PMO Staff

Course Objectives

By the end of this training course, participants will be able to:

- Differentiate Between a Project and Business As Usual (BAU)
- Understand Stakeholder Roles and View Points
- Develop Quality-Focused Project Plans to Communicate to Key Decision Makers
- Lead and Develop Effective Project Teams
- Monitor and Control the Delivery of Project Plans
- Maintain Effective Communication with Project Stakeholders



Course content

Course outline

Day One: The World of Project Management

- What is a Project?
- Mature Project Management
- Selecting Projects to Meet Organizational Goals
- Managing Programmes and Portfolios
- Uncertainty in Project Selection Decisions
- Project Data, Information and Knowledge Management

Day Two: Project Planning, Scheduling and Budgeting

- Strategic, Tactical and Operational Planning
- The Contents of a Project Plan
- Level of Detail in Scheduling
- Network Logic and Dependency Analysis
- Project Uncertainty and Risk Management
- Fundamentals of Budgeting and Cost Control

Day Three: Project Resourcing, Monitoring and Control

- Resource Allocation
- Expediting a Project
- The Critical Chain Approach
- Designing the Monitoring Cycle
- Performance Indicators and Control Mechanisms
- Designing the Change Control System



Course content

Course outline

Day Four: The Project Manager's Roles and Responsibilities

- Selection of the Project Manager
- Project Team-Building and Empowerment
- Delegating with Confidence
- Communication Within the Project Team
- Project Team Leadership
- Conflict Handling

Day Five: Project Evaluation, Reporting, Closure and Hand-Over

- Evaluation Criteria and Project Auditing
- Analysing Project Performance
- Progress Reports and Records
- Determinants of Project Success
- Successful Project Hand-Over
- Lessons Learned and Creating Learning Culture



Seminar dates

Available seminar dates

Live dates and pricing for Project Management Specialist generated from the course details page.

Date	Location	Format	Fee
9 - 13 November 2026	Amsterdam - Netherlands	Classroom	**€3,400.-**
14 - 18 December 2026	London - U.K	Classroom	**€3,360.-**
18 - 22 January 2027	Barcelona - Spain	Classroom	**€3,080.-**
15 - 19 February 2027	Geneva - Switzerland	Classroom	**€4,200.-**
15 - 19 March 2027	Munich - Germany	Classroom	**€3,400.-**
19 - 23 April 2027	Rome - Italy	Classroom	**€3,400.-**
17 - 21 May 2027	Munich - Germany	Classroom	**€3,400.-**
21 - 25 June 2027	Amsterdam - Netherlands	Classroom	**€3,400.-**
19 - 23 July 2027	Geneva - Switzerland	Classroom	**€4,200.-**
16 - 20 August 2027	Barcelona - Spain	Classroom	**€3,080.-**
20 - 24 September 2027	Geneva - Switzerland	Classroom	**€4,200.-**
18 - 22 October 2027	Munich - Germany	Classroom	**€3,400.-**
15 - 19 November 2027	Rome - Italy	Classroom	**€3,400.-**
20 - 24 December 2027	Munich - Germany	Classroom	**€3,400.-**

Live online option	Online delivery is available at €1,850.-.