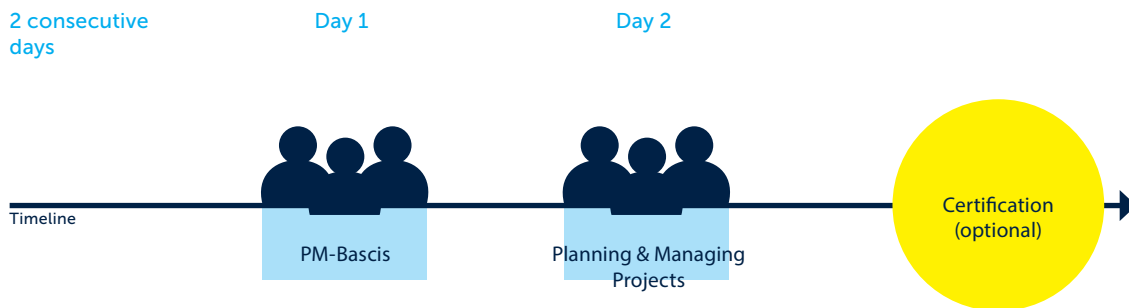


## Project Management Basics

Learn the fundamentals and most important methods in 2 days.

### Content and Schedule

This practice-oriented introduction to project management teaches the big picture of the project management life cycle. Attendees will gain insights into the roles and responsibilities of a project manager and learn how to professionally initiate, plan, monitor and close projects.



Topics		
<ul style="list-style-type: none"> <li>• Introduction</li> <li>• PM-Terms and Definitions</li> <li>• Success Factors</li> <li>• Order Clarification &amp; Concept Draft</li> <li>• Environment and Stakeholder Analysis</li> <li>• Wording Objectives</li> </ul>	<ul style="list-style-type: none"> <li>• Phase Planning</li> <li>• Risk Analysis and Management</li> <li>• Planning Cycle</li> <li>• Work Breakdown Structure</li> </ul>	<ul style="list-style-type: none"> <li>• Scheduling</li> <li>• Planning Ressources and Costs</li> <li>• Companions in Projects – Project Organisation</li> <li>• Project Completion and Evaluation</li> </ul>

### Course objective

Attendees confidently know and apply the fundamental project management terms and techniques.

### Requirements for Certification

Written Test (90 Min.)

Best-in-Class-Trainer (GPM)® are honoured annually for achieving the best results regarding their own ratings and the success rate of their course attendees.



## Target group

Project team members and key stakeholders who should know the processes and terms, anyone who has responsibilities within a project or will have in the future.



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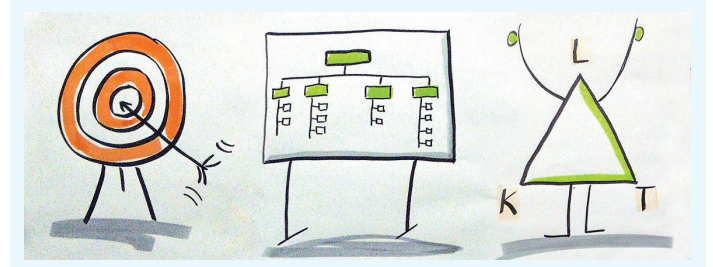
## APROPRO trained project specialists

- ensure the project's success
- reduce the project duration up to 30%
- know how to handle increasing complexity
- optimize internal processes
- supersede external project managers
- make savings up to 10% possible

### Costs

750,00 EUR Course fee (plus VAT)  
including seminar documents and catering fee

optional  
225,00 EUR GPM certification fee (plus VAT)



## Train with the best ...

APROPRO trainer stimulate enthusiasm for project management by developing vivid pictures and providing best practices from their very own expertise. Tedious Powerpoint presentations are outdated!

## ... on the GPM competence model

The Deutsche Gesellschaft für Projektmanagement e.V. implements the fourth version of the Individual Competence Baseline of the International Project Management Association (IPMA). These levels of competence development accompany a career and allow international comparison. Depending on your level of experience it is possible to enter every course level.