



*Training Course:  
Project Management Skills*

*21 - 25 December 2026  
Madrid (Spain)*

## Training Course: Project Management Skills

Training Course code: PC4111 From: 21 - 25 December 2026 Venue: Madrid (Spain) - Training Course Fees: 5775 € Euro

### Introduction

This course equips participants with essential project planning and control skills. It covers creating project scope statements, developing Work Breakdown Structures WBS, establishing performance indicators for schedule and budget monitoring, and applying capital budgeting techniques for project feasibility. Participants will also learn to effectively engage stakeholders and manage their expectations.

### Course Objectives

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

- Plan projects using a Statement of Work SOW and Work Breakdown Structure WBS
- Schedule project activities and build a project network model
- Calculate project budgets and schedule variances using Earned Value EV techniques
- Select the right projects using capital budgeting techniques
- Engage and communicate effectively with project stakeholders

### Target Audience

- Project Managers
- Members of Project Management Offices PMOs
- Project Sponsors
- Functional Managers
- Senior Management
- Individuals interested in project management

### Course Outline 5 Days

#### Day 1 - Planning Projects

- Projects versus operations
- Project management definitions
- Managing project constraints
- Applications and benefits of project management
- Project life cycle
- Project charter, scope statement, specifications
- Work Breakdown Structure WBS and project decomposition

#### Day 2 - Scheduling Projects

- Linking activities and WBS sequencing
- Predecessor sequencing techniques
- Program Evaluation and Review Technique PERT
- Critical Path Method CPM
- Forward and backward scheduling
- Gantt chart and milestone chart
- Slack management and schedule compression techniques
- Resource planning and leveling

#### Day 3 - Organizing and Controlling Projects

- Project organization and control
- Earned Value Management EVM
- Schedule and budget variances
- Schedule and cost performance indexes
- Project management reporting and auditing
- Role of software in project management

#### Day 4 - Selecting Projects Using Capital Budgeting

- Definition of capital budgeting
- Accounting Rate of Return ARR
- Payback Period PP
- Net Present Value NPV
- Internal Rate of Return IRR

#### Day 5 - Managing Project Stakeholders

- Identifying stakeholders and their types
- Managing stakeholder engagement
- Project manager skills for negotiation and communication

## Registration form on the Training Course: Project Management Skills

Training Course code: PC4111 From: 21 - 25 December 2026 Venue: Madrid (Spain) - Training Course Fees: 5775 € Euro

Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Company Information

Company Name: .....  
 Address: .....  
 City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
- Please invoice me
- Please invoice my company

### Easy Ways To Register

Telephone:  
+201095004484 to  
provisionally reserve your  
place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
booking form with cheque  
to: Global Horizon  
3 Oudai street, Aldouki,  
Giza, Giza Governorate,  
Egypt.