



*Training Course:  
Project Management preparation*

*16 - 20 November 2026  
Madrid (Spain)*

## Training Course: Project Management preparation

Training Course code: PC4102 From: 16 - 20 November 2026 Venue: Madrid (Spain) - Training Course Fees: 5775 € Euro

### Introduction

Project management is becoming a core competency in most organizations. This course provides participants with the foundational knowledge and practical skills to define, plan, and manage projects successfully. Understanding and applying the concepts taught in this course increases the likelihood of project success.

**Prerequisites:** None - this course provides a full basic overview of all project management aspects.

### Course Objectives

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

- Understand the value and role of project management processes
- Define all aspects of a project clearly
- Build and maintain project schedules and budgets
- Identify and manage issues, scope, and communications
- Assess and mitigate project risks
- Monitor and manage project quality
- Manage vendors and the procurement process effectively

### Target Audience

- Project managers and team members involved in projects
- Managers overseeing project managers and project status
- Clients, customers, and stakeholders participating in projects

### Course Outline

#### Day 1 - Project Fundamentals and Work Definition

- Introduction to project management principles
- Understanding project life cycles and methodologies
- Defining project scope, objectives, and deliverables
- Work Breakdown Structure WBS creation
- Stakeholder identification and roles

#### Day 2 - Scheduling and Budgeting

- Developing project schedules and timelines
- Critical Path Method CPM and Gantt charts
- Resource allocation and leveling

- Budget planning, cost estimation, and tracking
- Linking schedule and budget to project objectives

### Day 3 - Risk, Issues, and Scope Management

- Identifying project risks and issues
- Risk assessment and mitigation strategies
- Managing project scope and handling change requests
- Issue escalation and resolution techniques
- Lessons learned from case studies

### Day 4 - Communication and Quality Management

- Developing a project communication plan
- Stakeholder engagement and reporting techniques
- Managing quality metrics and standards
- Monitoring performance and progress indicators
- Applying corrective actions for quality and schedule

### Day 5 - Procurement and Project Closure

- Vendor selection, contract management, and procurement oversight
- Tracking deliverables from external suppliers
- Project completion and acceptance criteria
- Final reporting, documentation, and lessons learned
- Continuous improvement and knowledge transfer

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

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

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### Company Information

Company Name: .....  
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### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
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### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
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### Easy Ways To Register

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