



*Training Course:
Project Management preparation*

*28 September - 2 October 2026
Geneva (Switzerland)*

Training Course: Project Management preparation

Training Course code: PC4102 From: 28 September - 2 October 2026 Venue: Geneva (Switzerland) - Training Course
Fees: 6050 € 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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