

## **Fundamentals of Project Management**

*Course taught at the School of Management and Banking in Poznań*

### **Description**

The course is taught in a practical and example-based approach. It introduces participants into fundamentals of project management in organizations and gives them the knowledge and tools necessary to identify basic project management processes. Special emphasis is put on identifying which planning methodology is adequate to the type and area of specific projects alongside with identifying project management principles, the program and project portfolio. Course participants will get to know selected IT tools that support project management.

### **Key course content**

- Assembling a collaborative project team
- The issue of ever-expanding scope of project work and how to avoid it
- Critical path and the need for logical process mapping
- Gantt chart and PERT analysis
- Inclusion of destructive team members
- Maintaining appropriate information flow among project stakeholders
- The role of leadership, communication and management of interpersonal relations
- Knowledge management, gathering and applying project experiences

### **Key competences**

- ✓ Ability to identify project management processes and other coexisting processes
- ✓ Basic competence in project scheduling, budgeting and handling the project scope, basic knowledge of principles of project risk management and team work organization
- ✓ Understanding the principles of stakeholder analysis (SA), Work Breakdown Structure (WBS) recording project risks

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