

# Planning and Starting Projects



3  
Tage

21  
PDUs<sup>1</sup>

24  
QHs<sup>2</sup>

E09  
Webcode

Starting a project is its most critical phase. If anything is missed out at the beginning, it will have to be caught up on later – usually at a high cost. This training will enable you to successfully initiate a project and, so doing, create a solid foundation for your project and its success.

## What you will learn

- > Project management as an approach to successfully running a project
- > Defining a project and creating a clear project assignment
- > Designing project start processes
- > Setting up and conducting a project kick-off workshop and a project sponsor meeting
- > Analysing the project's context: project boundaries and project context analysis
- > Planning the scope of a project: project deliverables plan and work breakdown structure
- > Setting up timelines: project milestone plan and Gantt chart
- > Developing resource and cost plans
- > Establishing an organisational and communication structure
- > Defining work packages and allocating tasks
- > Overview: identifying and managing risks
- > Documenting projects

This training is part of the "Compact Course in Project Management".

**If you book the entire Compact Course in Project Management, you will benefit from our discounted package price.**

## Free to your training:

### Free Book „Let your projects fly“

This book is designed as an operative project management reference. Proven methods accompanied by pictures and examples, detailed descriptions of project management start, controlling and closure as well as tools and checklists, ensure immediate practicability in your own project.

### Free Software „next project light+“

With this software tool, you can quickly and easily plan and manage small projects and tasks that are not really projects, yet similar to projects. We call them project-like tasks.

## Dates:

Venue	Dates	Language	Cost excl. VAT
Live Online Training (Online)	23.09. - 25.09.2024	English	EUR 1,630.00
Location Online/Remote	09:00 - 17:00	Trainer: Walter Sedlacek, MSc, MBA	

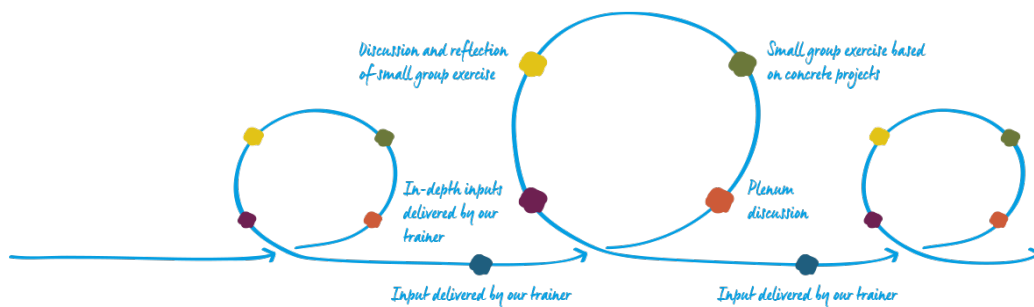
Venue	Dates	Language	Cost excl. VAT
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<sup>1</sup> PDUs - professional development units (for re-certification according to PMI®)

<sup>2</sup> QHs - qualifying hours or further training hours (for re-certification according to IPMI®)

## Our Approach to Training:

We make learning enjoyable: group exercises, working on specific case studies, role plays, feedback and reflection, plenum discussions or exchange of experiences help to understand and prepare for the application of newly learned skills. Linking all our training to practical application is a key element of our training designs.



## Fine print:

You can read the general terms and conditions for the inter-company events of the next level academy here:

[www.nextlevelconsulting.com/en/our-services/training-and-development/general-terms-and-conditions/](http://www.nextlevelconsulting.com/en/our-services/training-and-development/general-terms-and-conditions/)

→ Any questions?

We look forward to hearing from you.

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