

Intensive Three-Day Project Management Methodology Course

Course Objectives:

The course participants will gain extensive knowledge of the modern project management approaches and methods, as well as skills for their application in order to be able to plan, organize, manage and control the work of the project teams more effectively. The course is enriched by the experience we have accumulated in managing different projects, including big and complicated international projects. The course is oriented to the practical benefits that the participants will derive after returning to their workplaces and further on in their career development.

Who is the course intended for?

- Project Managers and project team members;
- Managers of organizations, Project Management Offices, agencies, etc., dealing with analysis, selection and control of projects.
- Consultants offering services in the area of project management;
- Other specialists actively involved in project management activities;
- Everyone interested in gaining the practical knowledge necessary in project management.

Course Duration: 3 days

Working Language: The course is conducted in Bulgarian language.

Training Facility:

The training is delivered at the TechnoLogica Education Center in Sofia. The Education Center of TechnoLogica is equipped with modern computers and presentation equipment. Each participant is provided with an individual working place, computer and access to all necessary information and communication resources. The participants enjoy lunch and coffee breaks in a comfortable environment.

Course Materials: Each participant receives a free set of course materials including the latest edition на *A Guide to the Project Management Body of Knowledge, (PMBOK® Guide) – Sixth Edition, Project Management Institute, Inc., 2017* as well as a valid certificate acknowledging the necessary training preparation (23 PDU) required for certifying as a (CAPM)®.

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Course agenda by day:**Day 1**

- Introduction to Project Management
- Main concepts, principles and approaches
- Organizations and projects
- Project Management processes
- Integration Management
- Active session

Day 2

- Scope Management
- Time Management
- Cost Management
- Active session
- Working with documents
- Quality Management
- Methods and Tools

Day 3

- Human Resource Management
- Communications Management
- Risk Management
- Active session
- Procurement Management
- Stakeholder Management
- Methods and Tools

Course Format: Different forms of training are used such as lectures, interactive group sessions and business games, practical case studies and demonstrations.

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