



PROJECT MANAGEMENT

COURSE OUTLINE

PROJECT MANAGEMENT

Duration

2 days:
Day 1: 09:00-17:00h
Day 2: 09:00-17:00h

Participants

Up to 12 participants

Formats

Face to Face (recommended)
or
Virtual – MS Teams meeting

Location

Sofia,
bul. Cherni Vrah 47

COURSE OBJECTIVES

- 01 To understand the basic concepts, principles, and processes of project management.

- 02 To be able to plan, organize, direct, and control projects effectively and efficiently.

- 03 To learn how to develop a project charter, scope, schedule, budget, quality plan, risk management plan, and communication plan.

- 04 To understand the importance of resource planning, allocation, and leveling in project management.

- 05 To learn how to measure project performance, identify and respond to risks and make necessary changes to ensure project success.

- 06 To understand the role of stakeholders in project management and how to engage them effectively.

- 07 To learn how to procure goods and services from external sources and manage contracts.

- 08 To understand the importance of project closure, including acceptance of the final product or service, administrative closure, and project close-out.

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COURSE OBJECTIVES

09

To be able to use various project management frameworks and tools effectively, such as the PMBOK® Guide, Agile, Scrum, etc.

10

To develop skills in teamwork, leadership, problem-solving, communication, and decision-making.

11

To be prepared for the Project Management Professional (PMP)® certification examination, if desired.

PROJECT MANAGEMENT

COURSE CONTENT OUTLINE

🕒 2 x 8 hours



- 01** **Introduction to Project Management**
- Definition of Project Management
 - Importance of Project Management
 - Project Life Cycle

- 02** **Project Planning and Preparation**
- Defining the Project
 - Developing a Project Charter
 - Stakeholder Analysis
 - Project Scope Definition
 - Work Breakdown Structure (WBS)

- 03** **Project Scheduling**
- Developing a Project Schedule
 - Estimating Activity Durations
 - Sequencing Activities
 - Critical Path Analysis
 - Resource Allocation

- 04** **Project Cost Management**
- Cost Estimating
 - Budget Development
 - Cost Control

- 05** **Project Quality Management**
- Quality Planning
 - Quality Assurance
 - Quality Control

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COURSE CONTENT OUTLINE



- 06** **Project Resource Management**
- Resource Planning
 - Resource Allocation
 - Resource Leveling

- 07** **Project Risk Management**
- Risk Identification
 - Risk Assessment
 - Risk Response Planning
 - Risk Monitoring and Control

- 08** **Project Communications Management**
- Communication Planning
 - Information Distribution
 - Status Reporting

- 09** **Project Procurement Management**
- Procurement Planning
 - Solicitation Planning
 - Source Selection
 - Contract Administration

- 10** **Project Stakeholder Management**
- Stakeholder Identification
 - Stakeholder Analysis
 - Stakeholder Engagement

- 11** **Project Monitoring and Control**
- Status Reporting
 - Performance Measurement
 - Variance Analysis
 - Change Control

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COURSE CONTENT OUTLINE



Project Closure

- 12**
- Final Product, Service or Result Acceptance
 - Close Project or Phase
 - Administrative Closure
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Project Management Frameworks

- 13**
- Introduction to PMBOK® Guide
 - Overview of other Project Management Frameworks (e.g. Agile, Scrum, etc.)
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