

## Introduction to Project Management

### course description

Training courses about projects usually focus on project management and the tools used by project managers. But project managers actually represent a small percentage of the people who work on projects. Most people involved in projects are not project managers, but sponsors, users, business analysts, programmers, engineers and specialists, among others. Their contributions to projects are essential.

The purpose of this course is to analyse projects from the perspective of all the players in projects, project managers and none project managers, who nonetheless play an important role in projects. This course provides a basic introduction to project management.

### learning objectives

By the end of the course, participants will have a good understanding of:

- who the key players are in a project
- the life cycle of projects
- the terminology, methods and tools used in projects
- how projects originate
- what their own roles and responsibilities are in supporting a project
- the balance of skills needed for successful projects
- how to judge the success of a project
- project risk

### brief course overview

- Introduction, definitions
- Project life cycle and organization
- Project management processes: initiating, planning, executing, monitoring and controlling; closing the project
- Managing project risks
- Tools available to manage project
- Measure and report project performance
- Communication Issues in Projects

### Duration

2 days for a maximum of 12 participants

## Registration Form

### Introduction to Project Management

Luxembourg, 26 & 27 April 2010

Form to be completed by training department / line manager:

Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Company: \_\_\_\_\_

Position: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Register the following person for the training course:

Name / first name / position

Mrs/Miss/Mr \_\_\_\_\_

Mrs/Miss/Mr \_\_\_\_\_

Mrs/Miss/Mr \_\_\_\_\_

Mrs/Miss/Mr \_\_\_\_\_

Billing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I have read and accept the terms and conditions.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this form by fax to : +352 – 22 55 99 99 or +352 22 06 39**

## **Terms & Conditions:**

### **Fees**

The rate for the training course is 400 Euro per person per day. The fee includes all supporting material, lunch and refreshments.

### **Payment**

The course fee must be paid in full on receipt of invoice. An invoice will be dispatched after completion of training.

### **Cancellation Policy**

The course may be cancelled up to 10 business days before the scheduled starting date. If the course is cancelled after that time, it will be subject to a cancellation fee of 50% of the fees due. If the course is cancelled on the scheduled starting date, then it will be charged at 100% of the fees due.

**fast training** reserves the right to delay or cancel training course at any time without liability. In these circumstances, participants will be offered an alternative date.

### **Contacts:**

For further information, please contact the fast training team:

Telephone: +352 22 55 99 – 50

Fax: +352 22 55 99 – 99

Email: [info@fast.lu](mailto:info@fast.lu)