Project &Quality Management · PQ281

# The Complete Course on Project Management

Barcelona (Spain) · 23 - 27 Nov 2026

| Date | Venue | Duration |
|---|---|---|
| **23 - 27 Nov 2026** | **Barcelona (Spain)** | **1 Week** |
| Fee | Ref | Language |
| **£5,000 GBP** | **PQ281** | **English** |

## Introduction

Project Management has gone beyond being merely a personal skill set. It is now considered a vital organisational competency. So whether you are charged with increasing your organisation's total project management capability or you are playing a role in a project, you will find this course offering a complete guide for managing any type of project. The course is designed to help you master the science of project management and to provide you with a solid foundation for the art of project management and leadership.

## Course Objectives of Project Management

The bottom line is project management is about applying specific principles to bring in projects on time, within budget, and to specifications. As a result, the key objective of this course is to master planning tools, management techniques, and people skills that will ensure project success.

## Course Process of Project Management

The course uses both conventional and non-traditional techniques, utilises hands-on case studies and group discussions and provides thorough coverage of concepts, techniques, and relevant case studies.

## Course Benefits of Project Management

- A better understanding of project selection decisions
- Improved ability of delegates to plan, schedule and control a project
- Mastering inter-personal skills needed to effectively manage project teams
- Improved ability to develop appropriate performance measures
- A wider choice of project planning techniques

## Core Competencies of Project Management

- Planning theory and application
- Risk analysis & management

- Cost estimating
- Budgeting
- Performance management
- Project progress reporting

## Who Should Attend

### This course is designed for professionals involved in any aspect of project management, including but not limited to:

- Project Managers
- Team Leaders
- Business Analysts
- Operations Managers
- Project Coordinators and Supervisors who support project managers in scheduling, budgeting, and controlling.
- Consultants and Advisors involved in providing guidance on project implementation.
- Anyone transitioning into project management roles

## Course Outlines of Project Management

### Day 1

### The World of Project Management

- Project lifecycle model
- Classic and modern project constraints and parameters
- The concept of project management maturity
- Selecting projects to meet organisational goals
- Aggregating projects into programmes and portfolios
- Establishing a project support office
- Considering and confronting uncertainty in project selection decisions
- Project data, information and knowledge management
- The art, science, and practice of project management
- Case Studies

### Day 2

### Project Planning, Scheduling, and Budgeting

- Project plan vs. Project planning
- Strategic, tactical and operational planning
- The contents of a project plan
- Level of detail in scheduling
- Network logic and dependency analysis
- Project uncertainty and risk management
- Introducing uncertainty in planning
- Fundamentals of budgeting & cost control
- Methods of budgeting
- Improving cost estimates
- Best practices of project planning, scheduling, and budgeting

### Day 3

## Project Resourcing, Monitoring, and Control

- Resource allocation
- Expediting a project
- Allocating scarce resources to projects
- The Critical Chain approach
- Designing the monitoring cycle
- Performance indicators and feedback mechanisms
- Earned value management
- Designing the change-control system
- Proactive management and plan updating
- Case Studies

## Day 4

## The Project Manager’s Roles and Responsibilities

- Selection of the Project Manager
- Project Team-building and empowerment
- Team management challenges
- Delegating with confidence
- Communication within the project team
- Project team leadership
- Multidisciplinary teams
- Conflict handling
- Best practices of people-based project management
- Case Studies and Group Exercises

## Day 5

## Project Evaluation, Reporting, Closure, and Hand-over

- Evaluation criteria
- Project auditing
- Project review meetings
- Analysing project performance
- Progress reports and records
- Determinants of project success
- Successful project hand-over
- Lessons learned and creating a learning culture
- Best practices of project evaluation, reporting, and closure

### Register or ask about this course online

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