Basic Project Management for technical Projects

Key Topics:

- Basics of practical Project Management in technical Projects
- Significant Measures in planning and realizing Projects
- Tools and Methods to realize the Project
- Agile and hybrid Project Management
- Leading in a Project Environment
- Project Management Concept in Cooperation with Top-Management

Dates and Venues

- February 12 and 13, 2020
  Dusseldorf
- June 16 and 17, 2020
  Hamburg
- October 27 and 28, 2020
  Aschheim near Munich

Workshop Chair

Jennifer Böhnke,
Senior Consultant, Orbitak AG,
Bremen, Germany

Expand your Expertise in Project Management and learn to actively lead a Project.
Learn more about our other workshops

Design Thinking Basic Training
March 24 and 25, 2020, Berlin
July 21 and 22, 2020, Aschheim near Munich

Efficient International Negotiation Skills
March 26 and 27, 2020, Dusseldorf
July 16 and 17, 2020, Stuttgart

Agile Project Management with Scrum
March 31 and April 1, 2020, Munich
July 21 and 22, 2020, Stuttgart

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**General Information**

**Aims and Objectives**

Our two-day Basic Project Management workshop is coached by an experienced operative project manager who will guide you with individual practical, relevant case studies throughout the sessions. During the workshop, you will be equipped with a set of tools for addressing project management tasks as well as the newest and latest strategies for agile project management.

You will learn about effective tools, mechanisms and methods and acquire key competencies for a successful project control. Using practical exercises you will learn how to plan projects, to do operative project management, and also control and management during the project. All exercises will be worked on by means of tools which will be provided afterwards.

**Target Group**

- Project Manager in technical or industrial Projects
- Internal and external Project Members and Participants
- Technical Specialists and Managers
- Future, newly appointed and experienced Project Managers from all industrial Divisions
- Employees of project driven Organizations

**Workshop Chair**

Jennifer Böhnke, Senior Consultant, Orbitak AG, Bremen, Germany

Jennifer Böhnke is a Senior Consultant of Orbitak AG. She is working in various projects especially in the field of automotive and other industries. She has got several years of practice and also leadership experience in various sectors and companies. As a B. Sc. in Business Administration & Business Psychology she brings along a lot of know-how about neurosciences, the fundamentals of human behavior and personality. In addition she provides knowledge about topics such as: Leadership, Personality development, Agile working and Change management in organizations.

**Workshop Methods**

Some of the methods employed during the workshop will be individual discussions of real-world practical examples as well as the introduction of management tools and mechanisms. The workshop will offer a ‘live’ project management experience allowing you to actively learn how to manage your project successfully!
Five reasons why you should attend:

1. Build your knowledge on the basics of project management
2. Learn about significant measures in planning and realizing projects and acquire the required tools and methods
3. Get to know various project management strategies for agile and hybrid projects
4. Learn how to lead and work in an agile team within a flexible project environment
5. Realize project management concepts in cooperation with top-management

Workshop Content

1. Day 10:00 - 18:00
2. Day 08:30 - 15:30

Basic Project Management – Introduction
- How to make the right projects right
- Roles in the project
- Tasks of a project

Rough Planning and Project Assignment
- Introduction to the planning
- Structure and content of a project assignment
- Kick-off meeting
- Target planning
- The correct project objectives and definition of goals
- Risk management
  - What does risk management mean?
  - Risk Breakdown Structure (RBS)
  - Risk assessment

Work in Groups: Learn how to do a Risk Analysis – Bring your individual Case along

Project Order and Detailed Planning
- Work Breakdown Structure (WBS)
- Typical structure and content
  - Working package description
  - Development of an individual project structure plan using an example
- Scheduling
- Milestone planning
- Project budget and resource planning: Handle money with care by optimizing your resource planning

Project Implementation and Controlling
- Basics
  - Performance indicators & project management lifecycle
- Forecasts and trends
  - Project status presentation, reporting, discussion and establishment
  - Report on risk evolution
  - Meeting structures
- Multi-project management and agile work
  - Definition and basics of multi-project management
  - Agile work and agile project management
- Soft skills for project management
  - Motivation and leadership without supervisor function

Tips for Intercultural Teams

Project Completion
- Project review
- Project documentation and reporting

Including Checklists for every Part of your Project

An event organized by VDI Wissensforum GmbH
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Develop the Basics of Project Management and get a Toolbox at Hand

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For the price category 2, please state your VDI membership number

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<tr>
<th>Event Date</th>
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<th>Price</th>
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<tr>
<td>February 12 and 13, 2020</td>
<td>Dusseldorf</td>
<td>EUR 1,790,-</td>
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Workshop Venues:
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Hamburg: IntercityHotel Hamburg-Altona, Paul-Nevermann-Platz 17, 22765 Hamburg, Phone: +49 40/38034-0,
Mail: empfang@hamburg-altona.intercityhotel.de
Aschheim near Munich: INNSIDE München Neue Messe, Humboldtstr. 12, 85609 Aschheim, Phone: +49 89/94005-0,
Mail: innside.muenchen.neuemesse@melia.com

More hotels close to the workshop venue may be found via our HRS service
www.vdi-wissensforum.de/hrs

Services: The price includes beverages during breaks and lunch. The workshop documents will be handed out on-site.

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