



# «tomkat goes university»

project management

take-off

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# take-off for young professionals

project management know-how becomes more important due to the grown complexity and dynamics in our (business) world. projects help us to develop, but it's important to keep them under tight control so that they stay focused and achieve what they're supposed to. this is where the project manager comes in!

a project manager is often seen as a juggler, the person who has to keep all the balls in the air at once—plans, budgets, people, communications, and so on, as well as keeping the balance between the three parameters of time, cost, and quality mentioned above. project managers therefore need to have a good level of know-how in project management as well as sufficient 'clout' to have influence with senior decision-makers. our training „take-off“ is designed to supply students and even graduates with the basic pm knowledge in regard to business and interpersonal skills. it is based on the international project management standard of ipma® and ist consistent with icb 3.0 (international competence baseline). during the workshops the students apply the new pm planning methods to their own project e.g. in tourism „building a hotel“ or in it „implementation of a new software“. in presentations and role-plays they improve their social skills and learn to give and achieve feedback from team members.

at the end of the lecture they're skilled in project management and own a completely planned project.

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## project management

### 1. project definition and approach

projects, types of projects and differences in project management, processes (start, coordination, controlling and close-down)

### 2. project boundaries and project context analysis

defining boundaries, objectives and non-objectives

### 3. stakeholder analysis

project environment, working with stakeholders

### 4. project assignment

project start - what do i need?

### 5. scope management

defining project content and project phases, structuring projects

### 6. project scheduling

planning of project timelines, defining milestones

### 7. project organization, culture and team work

project organization structure, differences to line organizations, roles and responsibilities, communication, development of team building, team work, leadership, motivation

### 8. resource and cost planning

planning and calculating the required resources, different resources in projects

### 9. project risk management

planning and execution of risk management in projects, doing a risk analysis, planning activities

### 10. project documentation and it-support

documentation and software possibilities

### 11. project quality management

planning and execution of project quality management, project management guidelines

**scheduling:** minimum duration is 26 semester hours e.g. partitioned in 5 half day seminars

**options:** english or german speech and slides

**trainer:** dr. katharina haug, dipl.-chem., zjpm, ceo tomkat training gmbh and associate lecturer for project management at FH Salzburg GmbH, Puch/Urstein Süd, Austria.

**contact:** don't hesitate to contact me for further information or an one-on-one interview!

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