



# Project management in practice

## How to successfully implement your projects

### Seminar objective

Participants are able to implement their projects in a goal-oriented and successful manner. Using praxis oriented methods and the latest project management tools, you will gain a comprehensive insight into project management. The aim is a systematic approach to planning, guidance and monitoring - involving all relevant parties (stakeholders). The emphasis is on time, cost, effort and quality (the magic triangle of PM), as well as tips and tricks for teamwork in the project group: because even difficult situations that can arise in more complex projects can be solved. After the course, participants will have a comprehensive insight into how to successfully implement projects with their team.

### Seminar content

#### The Basics:

- How do you define a project?
- What forms of project organization are there?
- Why do projects often not fit into existing organizational forms?
- Basic principles of multi-project management
- Evaluation, selection and prioritization of projects
- Who are the parties involved in a project?
- Tasks & competencies
- Creation of a work breakdown structure, decomposition of the overall project into work packages

#### Project start - the cornerstone for successful implementation:

- Preparation of a project application
- Mandatory components of a project application
- Approval of the project application
- Ensure communication
- Plan project team meetings as well as stakeholder appointments
- Budget planning
- Plan and implement control mechanisms
- Anticipate risks

#### Execution & Control:

- Leading a project team
- Optimal communication and coordination in the project team.
- How do I deal with conflicts within the project team?
- How can I continuously motivate my team to achieve the project goal?
- Managing risks and changes
- Ensure ongoing project documentation

### Methodology

Moderated discussion Interactive and experience-oriented exchange  
Supervision Discussion based on practical examples Case studies

#### Course ref.

AO3001

#### Participants

not more than 9 participants

#### Schedule

1. Day: 10:00 - 17:00  
2. Day: 09:00 - 16:00

#### Location & dates

##### Online seminar

16.01.2025 - 17.01.2025  
05.05.2025 - 06.05.2025  
18.09.2025 - 19.09.2025  
01.12.2025 - 02.12.2025

##### Münster

15.08.2024 - 16.08.2024  
29.08.2024 - 30.08.2024  
07.10.2024 - 08.10.2024  
14.11.2024 - 15.11.2024  
16.01.2025 - 17.01.2025  
05.05.2025 - 06.05.2025  
14.08.2025 - 15.08.2025  
28.08.2025 - 29.08.2025  
06.10.2025 - 07.10.2025  
10.11.2025 - 11.11.2025

##### Hamburg

02.12.2024 - 03.12.2024  
05.06.2025 - 06.06.2025  
01.12.2025 - 02.12.2025

##### Berlin

23.09.2024 - 24.09.2024  
20.02.2025 - 21.02.2025  
22.09.2025 - 23.09.2025

##### Hannover

09.12.2024 - 10.12.2024  
05.06.2025 - 06.06.2025  
08.12.2025 - 09.12.2025

##### Leipzig

10.04.2025 - 11.04.2025

##### Cologone

10.03.2025 - 11.03.2025

##### Frankfurt am Main



### Target audience

The seminar project management in practice is aimed at project managers and project team members of all hierarchy levels who want to implement their projects even more successfully.

04.11.2024 – 05.11.2024  
03.07.2025 – 04.07.2025  
03.11.2025 – 04.11.2025

#### **Nuremberg**

16.09.2024 – 17.09.2024  
19.06.2025 – 20.06.2025  
01.09.2025 – 02.09.2025

#### **Stuttgart**

28.11.2024 – 29.11.2024  
10.04.2025 – 11.04.2025  
27.11.2025 – 28.11.2025

#### **Munich**

24.10.2024 – 25.10.2024  
24.03.2025 – 25.03.2025  
23.10.2025 – 24.10.2025

#### **Zurich \***

19.09.2024 – 20.09.2024  
18.09.2025 – 19.09.2025

#### **Fee**

1.150,00 € (ex. VAT)  
1.368,50 € (inc. VAT)

\* Fee Zurich:  
1.600,00 CHF

Included in the price: Working documents, certificate of participation, lunch and coffee breaks.



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Ich melde mich/Wir melden uns zu folgender Veranstaltung an:

1. Teilnehmer

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Name/Vorname

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E-Mail

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Veranstaltung                      Seminarcode

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Firmendaten/Rechnungsempfänger

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Firma

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Rechnung (Name)

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Straße/Nummer

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Branche

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Datum

2. Teilnehmer

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Veranstaltung                      Seminarcode

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Ort                                      Termin

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Anzahl der Mitarbeiter in Ihrem Unternehmen

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Anmeldebestätigung (E-Mail)

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Unterschrift