

# PROJECT MANAGEMENT 2 DAY WORKSHOP



Master the Art of Successful Project Management



Are you ready to elevate your project management skills to new heights?

Join us for a dynamic and comprehensive 2-day workshop that will equip you with the essential tools and knowledge to excel in project management. Whether you're a seasoned professional or just starting your journey, this workshop will provide you with an in-depth, detailed overview of the processes and documents needed for successful project management.

Over the course of the workshop, we will cover the following essential topics:

## Project Initiation

- Understanding the project charter
- Conducting stakeholder analysis

## Project Planning

- Defining project scope
- Developing the Work Breakdown Structure (WBS)

## Executing Plans

- Implementing schedules & budgets
- Implementing quality & risk management plans

## Project Monitoring and Controlling

- Tracking project progress
- Implementing effective change control

## Project Close

- Conducting a thorough project review
- Celebrating project success Activities and Materials]

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Through interactive discussions, real-world case studies, and hands-on exercises, you will gain an in-depth understanding of each project management phase.



Materials provided during the workshop include:

- Comprehensive project management templates
- Sample project charters and stakeholder analysis documents
- Project scope and WBS development guides
- Scheduling and budgeting templates
- Quality and risk management plan templates

This workshop is designed for 25 participants working in teams of five to ensure a personalized learning experience.

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