

Syllabus „PM-Basics“-Training

Project characteristics & objectives

- What is a project and what is meant by project management?
- What is the typical course of a project?
- What is magic about the “Magic Triangle” of project management?
- How can I formulate goals in a SMART way?

Project organization

- Which type of project organization is suitable for my project?
- Roles of project stakeholders in the respective organizational forms: Who is responsible for what?
- How do I set up communication channels to suit the target groups?

Project environment

- How can I analyze a complex project environment?
- Which interested parties are there and how can I align them for my project?
- How do I identify risks in a timely manner and manage them successfully?

Project phases & structures

- How can I structure my project in a way that I can handle it?
- Can I get a critical path in my project?
- How can I delegate effectively by using working blocks and work packages?

Project process & timetable

- How do I convert my roadmap into a realistic and serious timeline?
- How can I optimize my schedule?

Resource planning & budgeting

- What resources are there and how do I transfer them into a transparent resource deployment plan?
- What costs can arise in my project?
- How can I allocate these costs to my schedule and resource plan?

Project execution & controlling

- What measures can I use to steer my project and get it back on track in case of deviations?
- How do I keep track of my project?
- How do I set up my documentation and reporting in a clever way?

Project close-out

- How can I close my project in a structured way and document it transparently?
- What are actually the success factors and benefits of professional project management?

Trainer



Dr. Marco Benkert has a comprehensive repertoire of practical experience with more than 20 years of project management positions for complex international projects and more than 5 years of disciplinary leadership responsibilities in project-based organizations, including head of customer project management department.

He is a certified Trainer® (GPM), Business Coach® (IHK), Senior Project Manager® (IPMA), Project Management Professional® (PMI) and Scrum Master® (Scrum.org).