



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

06.06.2024 - 07.06.2024
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

06.06.2024 - 07.06.2024
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



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.

Frankfurt am Main

04.07.2024 – 05.07.2024
04.11.2024 – 05.11.2024
03.07.2025 – 04.07.2025
03.11.2025 – 04.11.2025

Nuremberg

20.06.2024 – 21.06.2024
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.



FAX-ANMELDUNG +49 251 20205-99

Internet: www.kitzmann.biz
E-Mail: info@kitzmann.biz
Telefax: +49 251 20205-99

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Ort Termin

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Firma

Rechnung (Name)

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Branche

Datum

2. Teilnehmer

Name/Vorname

E-Mail

Mobilnummer

Veranstaltung Seminarcode

Ort Termin

Anzahl der Mitarbeiter in Ihrem Unternehmen

Kundennummer

Anmeldebestätigung (E-Mail)

Unterschrift