

Project Management Specialist

Course code: PM-009



SPARK TRAINING

Professional training courses for leaders, specialists, and organizations seeking practical capability development.

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— Workshop Overview

This Project Management Specialist training course provides a thorough guide to managing projects of any size, from small initiatives to complex undertakings. It offers a solid foundation in project management, covering every stage from initiation to successful completion. The Project Management Specialist training course delves into the fundamental differences between project management and operational management, highlighting the critical role of project management in driving organizational change. You will learn to apply best practice techniques throughout the project lifecycle—Inception, Definition, Execution, Monitoring and Control, and Closure. The course covers both hard skills, such as Scope Management, Schedule Management, Resource Management, and Cost Management, as well as essential soft skills like Team Leadership, Stakeholder Management, Project Communications, and Conflict Management. Recognizing Project Management as a vital organizational competency, the course also emphasizes how the Project Manager interacts with other key roles, including the Project Sponsor, Project Team, Steering Group, and Project Management Office, all of whom contribute to the project's success and overall management capability within the organization.

Why Attend

This training course will utilise a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. This includes small group discussions that will enable delegates to share their own experiences and discuss the course concepts. Hands-on exercises and case

Who Should Attend

Existing Project Managers
New Project Managers
Project Team Members
Project Sponsors
PMO Staff

— Learning Objectives

- Differentiate Between a Project and Business As Usual (BAU)
- Understand Stakeholder Roles and View Points
- Develop Quality-Focused Project Plans to Communicate to Key Decision Makers
- Lead and Develop Effective Project Teams
- Monitor and Control the Delivery of Project Plans
- Maintain Effective Communication with Project Stakeholders

Course Outline

DAY
1

Day One: The World of Project Management

- What is a Project?
- Mature Project Management
- Selecting Projects to Meet Organizational Goals
- Managing Programmes and Portfolios
- Uncertainty in Project Selection Decisions
- Project Data, Information and Knowledge Management

DAY
2

Day Two: Project Planning, Scheduling and Budgeting

- Strategic, Tactical and Operational Planning
- The Contents of a Project Plan
- Level of Detail in Scheduling
- Network Logic and Dependency Analysis
- Project Uncertainty and Risk Management
- Fundamentals of Budgeting and Cost Control

DAY
3

Day Three: Project Resourcing, Monitoring and Control

- Resource Allocation
- Expediting a Project
- The Critical Chain Approach
- Designing the Monitoring Cycle
- Performance Indicators and Control Mechanisms
- Designing the Change Control System

DAY
4

Day Four: The Project Manager's Roles and Responsibilities

- Selection of the Project Manager
- Project Team-Building and Empowerment
- Delegating with Confidence
- Communication Within the Project Team
- Project Team Leadership
- Conflict Handling

DAY
5

Day Five: Project Evaluation, Reporting, Closure and Hand-Over

- Evaluation Criteria and Project Auditing
- Analysing Project Performance
- Progress Reports and Records
- Determinants of Project Success
- Successful Project Hand-Over
- Lessons Learned and Creating Learning Culture

— Upcoming Classroom Dates

DATE	LOCATION	FEE
12 - 16 October 2026	Munich - Germany	€1,725
9 - 13 November 2026	Amsterdam - Netherlands	€2,125
14 - 18 December 2026	London - United Kingdom	€2,100
18 - 22 January 2027	Barcelona - Spain	€1,925
15 - 19 February 2027	Geneva - Switzerland	€2,625
15 - 19 March 2027	Munich - Germany	€2,125
19 - 23 April 2027	Rome - Italy	€2,125
17 - 21 May 2027	Munich - Germany	€2,125

— Certificate and Registration

Participants who attend and complete the full programme receive a SPARK Training Certificate of Completion. For registration, in-house delivery, or availability questions, contact info@sparktraining.eu or +31 85 115 0004.