



Project management training

28-29 November 2016 | Munich

Venue Day 1 - Bayerisches Landesamt für Umwelt
Joint Secretariat of the Alpine Space programme
Heßstraße 128, 80797 München
Phone: +49 89 9214 1800

Venue Day 2 – Immobilien Freistaat Bayern
Lazarettstraße 67, 80636 München

Agenda

28 November – Management of project start

The seminar from 1-5 pm is focusing on the project start and is thus designed for call 2 projects lead partners. Call 1 lead partners are invited to take part to day 1 based on interest or to use the occasion of being at the JS premises to get support on any open question. The networking session is addressed to both call 1 and 2 projects and shall give the opportunity to the lead partners to get to know each other, exchange experience and define synergies.

13:00-17:00 Project management in the start phase

+ **The project start process**

Ensuring efficiency and quality through a well-designed project start process

Common understanding and clear responsibilities through project kick-off meetings and workshops

+ **How to use the project planning tools in the project start phase?**

With a special focus on project risk analysis, project stakeholder analysis, work break down structure, project milestone plan

+ **Practical examples and group work** related to the Interreg Alpine Space projects

17:00-18:00 Networking corners for call 1 & 2 projects

19:30 **Joint networking dinner with the members of the Interreg Alpine Space programme committee**



29 November – Management of project implementation

The advanced project management training on day 2 is addressed to both call 1 and call 2 projects.

09:00 – Start

+ Review of the project start

Call 1 projects are invited to share their experiences with call 2 lead partners – what are the key learnings and success factors in the project start phase? Further input and recommendations will be given by the project management expert

+ Project controlling from start to closure of the project

The main aspects and phases of the project controlling cycle

Controlling quantity, quality, deadlines, costs

Overcoming threats, preventing failure

+ How to use the project management tools for project controlling?

Focusing on the essentials and practical examples

12:30 – 14:00 Joint networking lunch with the members of the Interreg Alpine Space programme committee

+ Social project management

Managing virtual project teams, stakeholder engagement

+ Problem solving session

Bring your questions and discuss them with the project management expert

16:00 End of day 2