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<h1>WP 5</h1>	<h1>DELIVERABLE D5.9</h1> <h2>TRAINING TOOLKIT</h2> <h3>SUMMARY UNIT 4</h3> <h3>PROJECT MANAGEMENT</h3>
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Lead organisations		
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UNIT 4 - Project management

INTRODUCTION

Working by projects is a complex and increasingly crucial activity for companies, professionals and, in general, for all those organizations that intend to effectively deal with change management, whether it is linked to internal dynamics or phenomena such as globalization, growing international competition or rapid technological innovations.

Having Project Management skills is, therefore, essential to be successful and competitive on the market.

The Project Management Unit illustrates areas of knowledge, techniques and essential tools to manage a project, allowing learners to have an exhaustive overview of all the processes of the project life cycle, from planning to implementation, monitoring, control and closure of a project, as well as to clarify roles and competences of the Project Manager.

At the end of the training course, which can be used in self-directed learning mode, learners will be able to:

- define project scope, objectives and deliverables
- plan, coordinate and manage the activities needed to achieve the project objectives and outputs, respecting its constraints in terms of time, costs, resources, quality and risks
- create and coordinate a project team, adopting communication and motivation techniques aimed at ensuring the correct supervision of project management processes by individual members
- apply the main project monitoring and control techniques, in order to ensure that its implementation does not differ from what is planned
- verify the actual completion of the activities and prepare the final report

BASICS OF PROJECT MANAGEMENT

The topic presents the basics of project management, introducing the concept of project, its main features and differences with the concepts of process and programme, as well as briefly presenting the phases of the project life cycle - i.e. those of planning, implementation, monitoring & control, closure -, the project organizational structure, in terms of the professional roles involved in its management, to finally focus on both internal and external stakeholders.

ASSESSMENT TEST (50 QUESTIONS)

ORGANIZING A PROJECT

The topic focuses on project management organizational aspects, as well as, on the processes, strictly connected to them, of project team selection, creation, training and management. Particular attention is paid to the operational and decision-making mandate methods, as well as those necessary to motivate the team to work towards the achievement of project objectives and results. The final section of the topic is focused on the organization and management of project meetings.



INTERACTIVE VIDEO N. 1 WITH BRANCHING SCENARIOS

In the scenario, the student/user will have to assume the role of the Project Manager of a company that produces furniture that is working on the production of a supply of bookcases for a foreign customer. In particular, the Project Manager is managing a team meeting to address and resolve a problem that has emerged during the delivery phase to the client.

For each choice, the user can choose between three answers, receive a training feedback for each of them and, where deemed necessary, review the last scene of the video.

PROJECT PLANNING

The topic addresses the delicate planning phase in great detail, on which the effective project success, in terms of respecting the constraints linked to the time, resources, risks and quality of the project itself, often depends.

A specific focus is paid to the processes of defining and breaking down the project activities into work packages, as well as to the project scheduling and the related techniques and tools, in particular:

- WORK BREAKDOWN STRUCTURE
- ORGANIZATION BREAKDOWN STRUCTURE (OBS)
- RAM Responsibility Assignment Matrix
- CPM (CRITICAL PATH METHOD)
- PRECEDENCE DIAGRAM METHOD
- PERT - Project Evaluation and Review Technique
- DIAGRAMMA DI GANTT

CONTROL AND MONITORING

The topic focuses on the aspects related to the monitoring and control phases of a project, presenting the main techniques and tools, as well as on those relating to the closure phase, with particular reference to one of the many responsibilities of a Project Manager, such as the preparation of the final project report.

INTERACTIVE VIDEO N. 2 WITH BRANCHING SCENARIOS

In this scenario, the user will be in the shoes of Paula, experienced in first person view, a young trainee at her first week of internship in a multinational company that deals with the production and supply of pallets for industrial use. Her goal is to shadow and learn from Susan, PM of the company currently dealing with a large order for a customer and who has been entrusted with Paula, to assess her potential in order to hire her with a junior profile.

Susan, at a one-to-one meeting, explains the main aspects of the project to Paula to test the trainee's preparation and behaviour...

For each choice, the user can choose between two answers, receive a training feedback for each of them and, where deemed necessary, review the last scene of the video.



FINAL RECOMMENDATIONS

The final section contains a short list of recommendations to follow, especially useful if you are in your first work experience of project management, providing the user with an essential summary of the Project Manager's main tasks throughout the whole project life.

FINAL QUIZ

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