MERCURY

Associate in Project Management

30 November – 4 December 2026
Madrid (Spain)



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Istanbul - Türkiye: +90 539 599 1206
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Ref: 121277_1027698 **Date:** 30 November – 4 December 2026 **Location:** Madrid (Spain) **Fees:** 5600 Euro

Introduction

The Associate in Project Management course provides foundational knowledge and practical skills for managing projects effectively. Participants will explore project planning, execution, monitoring, and closing processes. The course emphasizes practical frameworks, tools, and techniques to enhance project success. It prepares professionals to understand project life cycles and align projects with organizational goals. Participants will gain insights into risk management, stakeholder communication, and resource optimization. This course is ideal for those seeking a structured approach to enter or advance in project management roles.

Targeted Groups

This Associate in Project Management targets professionals seeking specialized knowledge and skills:

- Entry-level project coordinators.
- Team leaders aiming to enhance project management skills.
- Professionals transitioning into project management roles.
- Individuals preparing for project management certification exams.
- Business analysts seeking project management understanding.
- Managers overseeing small to medium projects.

Course Objectives

Participants will achieve the following objectives by the Associate in Project Management:

- Understand key project management concepts.
- Apply project planning and scheduling techniques.
- Manage project resources effectively.
- Identify and mitigate project risks.
- Communicate project status to stakeholders.
- Monitor project performance using standard tools.
- Apply basic project budgeting and cost control methods.
- Ensure projects meet time, scope, and quality requirements.
- Develop skills for team collaboration and leadership.
- Prepare for entry-level project management certification.

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Targeted Competencies

Participants will gain the following competencies during the program:

- Proficiency in project life cycle management.
- Ability to develop project schedules and plans.
- Skills in resource allocation and task delegation.
- Knowledge of risk assessment and mitigation.
- Competence in stakeholder communication and reporting.
- Understanding of project budgeting and cost management.
- Ability to monitor project progress and performance.
- Basic leadership and team coordination skills.
- Knowledge of quality control and project standards.

Studying Scenarios

In this training, participants will develop their skills through the analysis of the following scenarios:

- Managing a product launch from initiation to closure.
- Handling project delays and resource constraints.
- Communicating with stakeholders during project challenges.
- Allocating budget for multiple concurrent projects.
- Identifying risks in a software development project.
- Coordinating tasks among cross-functional teams.
- Evaluating project outcomes against initial objectives.

Course Content

Unit 1: Introduction to Project Management

- Definition and importance of project management.
- Project life cycle phases.
- Roles and responsibilities of a project manager.
- Key project management terminology.
- Introduction to project management frameworks.
- Overview of project management tools and software.

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Unit 2: Project Planning and Scheduling

- Defining project scope and objectives.
- Creating work breakdown structures.
- Developing project schedules and timelines.
- Resource planning and allocation.
- Estimating project costs and budget.
- Setting milestones and deliverables.
- Introduction to project management methodologies.

Unit 3: Risk Management and Quality Control

- Identifying potential project risks.
- Risk assessment and prioritization techniques.
- Strategies for risk mitigation and contingency planning.
- Quality assurance and control principles.
- Monitoring project performance and outcomes.
- Adjusting project plans based on performance feedback.

Unit 4: Communication and Stakeholder Management

- Identifying project stakeholders.
- Effective communication strategies.
- Reporting progress to stakeholders.
- Conflict resolution and negotiation skills.
- Managing expectations and stakeholder satisfaction.
- Tools for project communication and collaboration.

Unit 5: Project Execution and Closing

- Implementing project plans efficiently.
- Monitoring and controlling project activities.
- Tracking progress using key performance indicators.
- Managing team performance and motivation.
- Documenting lessons learned and project closure.
- Conducting project reviews and final reporting.

Final Insights & Key Takeaways

Participants will leave with a strong foundation in project management principles and practical skills. They will manage projects effectively and pursue further certification.