MERCURY

Project Management Specialist Course

25 – 29 October 2027
Vienna (Austria)



Dubai - UAE: +971 4 450 5697
Istanbul - Türkiye: +90 539 599 1206
Amman - Jordan: +962 79 712 3347

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Ref: 15877_1081403 **Date:** 25 – 29 October 2027 **Location:** Vienna (Austria) **Fees:** 5900 Euro

Introduction:

The Project Management Specialist course provides professionals with the advanced skills and knowledge to manage complex projects across various industries. It covers key concepts in project planning, execution, and control and emphasizes practical methodologies and best practices.

Participants will learn how to optimize resources, mitigate risks, and lead teams effectively while adhering to project timelines and budgets. This Project Management Specialist course equips them with the expertise to tackle real-world project challenges and contribute to successfully delivering high-impact projects.

The Project Management Specialist course equips participants with the skills and knowledge to excel in various specialist roles. Whether they aspire to become marketing, IT, or lead project management specialists, the course provides practical insights and industry-relevant techniques.

Attendees will learn what it means to be a project management specialist, gain essential project management specialist skills, and prepare for a recognized project management specialist certification. It explores the role of a facilities project management specialist and the responsibilities of a senior project management specialist, ensuring participants are prepared for diverse project environments.

Targeted Groups:

- Project Managers seeking advanced skills.
- Aspiring Project Management professionals.
- Team Leaders and Department Heads.
- Professionals are transitioning into project management roles.
- Engineers and technical specialists involved in projects.
- Consultants in project management practices.
- Business analysts and operations managers.
- Individuals pursuing Project Management certification.

Course Objectives:

At the end of this Project Management Specialist course, the participants will be able to:

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- Equip participants with advanced project management techniques.
- Enhance skills in planning, executing, and closing projects.
- Teach effective risk management and mitigation strategies.
- Develop budgeting and cost control expertise.
- Improve resource allocation and team management abilities.
- Strengthen stakeholder communication and relationship-building skills.
- Provide tools for monitoring project performance and quality.
- Foster leadership and decision-making capabilities in project environments.
- Prepare participants for project management certifications.
- Enable participants to manage complex projects efficiently from start to finish.

Targeted Competencies:

By the end of this Project Management Specialist training, the participant's competencies will:

- Advanced project planning and scheduling.
- Risk management and mitigation strategies.
- Budgeting and cost control techniques.
- Resource allocation and optimization.
- Stakeholder communication and management.
- Leadership and team coordination.
- Quality assurance and project performance monitoring.
- Problem-solving and decision-making skills.
- Contract management and procurement processes.
- Project lifecycle management.

Course Content:

Unit 1: Project Planning and Initiation:

- Define project objectives, scope, and goals.
- Develop a project charter and define deliverables.
- Identify stakeholders and establish communication plans.
- Develop a detailed project plan with timelines.
- Apply project management methodologies Agile, Waterfall, etc..
- Conduct feasibility studies and risk assessments.
- Create a work breakdown structure WBS.
- Allocate resources and assign tasks.
- Set project milestones and key performance indicators KPIs.
- Establish a project governance structure.

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Unit 2: Project Scheduling and Time Management:

- Understand project scheduling tools and software MS Project, Primavera.
- Create and manage project timelines using Gantt charts.
- Apply critical path method CPM and Program Evaluation and Review Technique PERT.
- Develop time estimates for tasks and milestones.
- Set deadlines and manage dependencies.
- Monitor project progress and adjust schedules.
- Identify delays and implement corrective actions.
- Optimize project timelines for efficiency.
- Prioritize tasks and activities for optimal time management.
- Use time management techniques to ensure timely project delivery.

Unit 3: Budgeting, Cost Control, and Financial Management:

- Develop and manage project budgets.
- Estimate project costs and allocate financial resources.
- Monitor expenses and track budget performance.
- Apply cost control techniques to minimize overruns.
- Analyze project financial reports and variance analysis.
- Implement forecasting techniques to predict financial needs.
- Manage procurement processes and supplier contracts.
- Ensure financial compliance and auditing procedures.
- Apply Earned Value Management EVM for cost tracking.
- Prepare cost-benefit analyses and justifications for projects.

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Unit 4: Risk Management and Quality Assurance:

- Identify and assess project risks technical, operational, financial.
- Develop a risk management plan and mitigation strategies.
- Use qualitative and quantitative risk analysis methods.
- Create a risk register and monitor risk triggers.
- Implement risk response strategies avoidance, mitigation, acceptance.
- Conduct quality assurance and quality control checks.
- Establish project standards and best practices for quality.
- Monitor and report project quality metrics.
- Ensure compliance with industry standards and regulations.
- Develop a continuous improvement plan for project quality.

Unit 5: Leadership, Communication, and Stakeholder Management:

- Develop effective leadership and decision-making skills.
- Manage and motivate project teams.
- Enhance communication strategies with stakeholders.
- Establish clear roles and responsibilities within the project team.
- Implement conflict resolution techniques within teams.
- Build and maintain relationships with internal and external stakeholders.
- Use negotiation techniques to address stakeholder concerns.
- Manage project meetings and ensure productive discussions.
- Promote collaboration and team cohesion.
- Monitor stakeholder satisfaction and manage expectations throughout the project.