

Project Management: The Basics (Präsenz)

Master the fundamentals and most important methods

Project-based work is becoming increasingly important. In this seminar, you will gain a practice-oriented introduction to the most important methods and tools in project management. You will learn how to professionally initiate, plan and monitor projects, as well as how you can motivate your team from the very beginning within the triangle of time, cost and quality. You will obtain valuable skills that will enable you, together with your team, to successfully tackle even complex tasks.

Content

The fundamentals of project management

- What is a project? What is project management?
- What are the processes and group processes within project management?
- How are roles defined within a project and how is a suitable organisational structure chosen?

Successfully initiating projects

- Defining project goals.
- Determining the content and scope.
- Analysing the expectations of stakeholders.
- Securing a project charter.

Planning projects

- Describing content and scope.
- Planning a project's structure, establishing a project's implementation and scheduling.
- Planning resources and costs.
- Defining and assuring quality.
- Planning how to manage risks.

Executing, monitoring and controlling

- Project kick-off.
- Developing and leading the project team.
- Managing changes to the project plan.
- Monitoring and controlling risks.
- Reporting project achievements.
- Ensuring communication with stakeholders.

Project closure and evaluation

- Documenting and passing along experiences and lessons learned in the project.
- Conducting a formal project closure.

Online Learning Platform

Once you have registered, you will be able to access your online learning platform, including extra materials for consolidating what you have learned.

Your benefits

In a practice-oriented setting, you will learn the most vital tools for efficient project management. By working with real projects selected by the course participants, all phases of project management will be practised by the group, and you will learn to:

- professionally initiate, plan and execute projects,

- selectively implement project management methods, tools and techniques to suit the complexity of your projects and
- master the balance between cost, time and quality, and successfully finish your project.

After attending this seminar, you will receive confirmation that you have completed 13,00 PDUs.

Methods

Trainer input, reports from the project management field, application of project management methods on real projects, metaplan method, presentations, discussions and sharing of experiences.

Who should attend

Project leaders, members of project teams, employees from companies, organisations and public administrations who have responsibilities within a project or will take over such responsibilities in the future.

Open Badges - Show what you can do digitally too.

Open Badges are recognised, digital certificates of participation. These verifiable credentials are the current standard for integration in career networks such as LinkedIn.

With them, you digitally demonstrate the competences you possess.

After successful completion, you will receive an Open Badge from us.

Read more:

<https://www.haufe-akademie.de/seminare-lehrgaenge/trending-topics/open-badges>



Instructor



Ina Bovenkerk

Ich bin Trainerin, Learning Architect und Business Coach mit dem Anspruch, Lernen in wirksames Handeln zu übersetzen. Mich motiviert, wenn Menschen Klarheit gewinnen, Verantwortung übernehmen und ins Tun kommen. Deshalb gestalte ich Trainings kundennah, systemisch und innovativ – mit kreativen Methoden, klaren Transferdesigns und gezieltem KI-Einsatz. Diesen Beruf habe ich gewählt, weil nachhaltige Veränderung nicht durch Wissen entsteht, sondern durch Erleben, Reflexion und konsequente Umsetzung im Arbeitsalltag.

Antje Lehmann-Benz

Projektmanagement-Beratungs- und



Wilfried Evers

Als Diplom-Informatiker habe ich nun ca. 40 Jahre Erfahrung in der nationalen und internationalen Projektleitung und -arbeit. Ich gebe gerne mein Wissen und Erfahrungen weiter. Wobei es mir wichtig ist kein bloßes Wissen zu vermitteln, sondern bei den Teilnehmern ein Verstehen zu erreichen. Dies wird erleichtert durch Übungen, als auch durch die Darstellung der Fehler die mir in der Projektleitung unterlaufen sind. Damit wird auch ein Unterhaltungswert erreicht, da man aus Fehlern am besten lernt.



Trainingsexpertin mit Schwerpunkten auf agilen Arbeitsweisen und Teamentwicklung sowie Projektgeschäft und Zertifizierungen. Ausgebildete Mediatorin mit ~20 Jahren praktischer Projekterfahrung. Motto: "Menschen zusammenbringen mit Projektmanagement und agiler Teamarbeit"

Training details

Training in English | Präsenz

2 days

PDU points

PDU Ways of Working:	8.0
PDU Power Skills:	4.0
PDU Business Acumen:	1.0
PDU gesamt:	13.0

Dates

17.-18.08.2026

Mannheim

Venue

Leonardo Royal Hotel

Days & Times

Monday, 17.08.2026

9:00 am - 5:00 pm

Tuesday, 18.08.2026

9:00 am - 5:00 pm

25.-26.02.2027

München/Feldkirchen

Venue

Hotel Bauer Feldkirchen

Days & Times

Thursday, 25.02.2027

9:00 am - 5:00 pm

Friday, 26.02.2027

9:00 am - 5:00 pm

13.-14.05.2027

Berlin

Venue

centrovital Hotel

Days & Times

Thursday, 13.05.2027

9:00 am - 5:00 pm

Friday, 14.05.2027

9:00 am - 5:00 pm

22.-23.07.2027

Düsseldorf

Venue

Novotel City West

Days & Times

Thursday, 22.07.2027

9:00 am - 5:00 pm

Friday, 23.07.2027

9:00 am - 5:00 pm

Current dates and further information can be found at www.haufe-akademie.de/2931

Participation fee

€ 1.490,- excl. VAT

€ 1.773,10 incl. VAT

The stated participation fee includes a group lunch per full seminar day, refreshments during breaks and extensive course handouts. The participant must settle accommodation costs directly with the hotel. Regarding the booking of the hotel, you will find a reservation form in your online learning platform.

Your registration options

Online: www.haufe-akademie.de/2931

E-mail: anmelden@haufe-akademie.de

Book your training course quickly and easily online. Please be sure to enter the name of the participant and the full billing address with telephone number and e-mail address.

In our Questions & Answers (FAQ) section you will find all the answers to the most frequently asked questions about our training courses:

<https://www.haufe-akademie.de/faqs>

You can also find our detailed conditions of participation on the Internet under www.haufe-akademie.de/agb or in the overall program.

You can find the complete data protection regulations at www.haufe-akademie.de/datenschutz.

Project Management: The Basics (Live-Online)

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The following third-party tool can be used in the event

Miro

Miro is a digital whiteboard where participants can collaborate in real-time. Ideas, concepts, and processes can be visually represented and organized. Various shapes, texts, images, videos, and files can be uploaded to the whiteboard. Miro is easy to use and requires no additional software, as it can be accessed via the browser.

More information can be found in the privacy policy at <https://www.haufe-akademie.de/en/privacy-notice>.

More about Miro:

<https://www.haufe-akademie.de/systemvoraussetzungen/miro>

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Antje Lehmann-Benz

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Jahren praktischer Projekterfahrung.
 Motto: "Menschen zusammenbringen mit Projektmanagement und agiler Teamarbeit"

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Training in English | Online

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PDU gesamt:	13.0

Start dates

08.-09.12.2026

Live-Online

Course

zoom

Module times

Tuesday, 08.12.2026

9:00 am - 5:00 pm

Wednesday, 09.12.2026

9:00 am - 5:00 pm

01.-02.04.2027

Live-Online

Course

zoom

Module times

Thursday, 01.04.2027

9:00 am - 5:00 pm

Friday, 02.04.2027

9:00 am - 5:00 pm

07.-08.06.2027

Live-Online

Course

zoom

Module times

Monday, 07.06.2027

9:00 am - 5:00 pm

Tuesday, 08.06.2027

9:00 am - 5:00 pm

05.-06.07.2027

Live-Online

Course

zoom

Module times

Monday, 05.07.2027

9:00 am - 5:00 pm

Tuesday, 06.07.2027

9:00 am - 5:00 pm

Current dates and further information can be found at www.haufe-akademie.de/32907

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€ 1.490,- excl. VAT

€ 1.773,10 incl. VAT

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