

# aractech

Global Learning for Operational Leaders



PROJECT MANAGEMENT | PM-013

## Effective Project Coordination & Management

### Contact

+31 85 7444446  
info@aractech.com  
<https://aractech.com>

### Address

Waarderweg 50, 2031PB Haarlem - Netherlands.

# Course content

## Why Attend

### INTRODUCTION

Projects frequently fail, not because of a lack of technical skills on the part of those executing the project, but because of inadequate coordination, integration, communication and control of project activities, people, stakeholders and contractors.

## Course Methodology

## Course Objectives

- Gain knowledge of techniques used in project planning and control
- Systematically define, design, and integrate end-user requirements in the project
- Identify risk sources and learn how to mitigate potential risks and deal with uncertainty
- Learn how to administer project documentation and reporting
- Develop effective performance monitoring and control systems
- Effectively select, develop, and manage human resource

## Target Audience

# Course outline

## Detailed course outline

Module-by-module outline for Effective Project Coordination & Management.

### Module 1 - Standard for Project Management Life Cycle

- Project Management Processes
- Initiating Process Group
- Planning Process Group
- Executing Process Group
- Monitoring and Controlling Process Group
- Closing Process Group

### Module 2 - Project Integration Management

- What is Project Integration Management?
- Develop Project Charter
- Workshop
- Organizational Structures
- Functional Organization
- Weak Matrix Organization

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### Module 3 - Selecting and Developing the Project Team

- The Communication Loop
- Stages of Team Development
- Dynamics of Team Development
- Types of Power / Authority
- Maslow's Hierarchy
- Human Resource Management

### Module 4 - Project Quality Management

- What is Project Quality Management?
- Quality Planning
- Quality Management
- Perform Quality Assurance
- Perform Quality Control
- Cause-and-Effect Diagram

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### Module 5 - Project Risk and Contingency Analysis

- Definitions - What is Risk?
- Risk Management Process
- Risk Management Model
- Identifying Potential Risk Events
- Qualitative and Semi-Quantitative Risk Analysis Techniques
- Risk Matrices and Risk Ranking

# Seminar dates

## Available seminar dates

Live dates and pricing for Effective Project Coordination & Management generated from the course details page.

Date	Location	Format	Fee
15 - 19 June 2026	Istanbul	Classroom	€1,995
20 - 24 July 2026	Rome	Classroom	€2,975
3 - 7 August 2026	Istanbul	Classroom	€1,995
7 - 11 September 2026	London	Classroom	€2,940
12 - 16 October 2026	Barcelona	Classroom	€2,695
9 - 13 November 2026	Rome	Classroom	€2,975
14 - 18 December 2026	Munich	Classroom	€2,415

**Live online option**

Online delivery is available at €1,250.