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Professional Project management

Performance spectrum:

1. Definition of the project goal

1. Planning the economic efficiency of a project based on concrete dimension figures
2. Planning the tasks to be executed within the project
3. Definition of the tasks, results, partial goals and the project goal
4. Preparation of a goal catalogue

2. Planning the course of project

1. Definition of the main phases
2. Preparation of the phase organisation
3. Description of milestones and milestone decisions
4. Set-up of partial projects within the whole project with own milestone chains

3. Arrangement of the project organisation

1. Defining the roles of customer, decision maker, project manager and project support
2. Personified determination of responsibilities, tasks and rights (competencies)
3. Structuring the project into a personnel or matrix organisation or just the project organisation
4. Determining of rules for the co-operation within the project organisation

4. Preparing of the project planning

1. Preparation of a project structure plan with determining and description of the work sections
2. Preparation of a flow diagram
3. Preparation of a time plan
4. Preparation of a capacity plan
5. Preparation of a cost plan

5. Determining the methods for project management

1. Setting up a method to determine the real data
2. Setting up a method to establish trend analyses
3. Preparation of reporting
4. Determining the decision making process in case of changes and derivations

6. Definition of the project management tasks

7. Consulting and project coaching

1. Analysis of project-specific facts and requirements
2. Preparation of a concept for the support of the project team (in individual work segments or of project team members)
3. Project coaching based on the prepared and determined concept