

Certificate of Participation

**Bitan
Mallik**

successfully attended the seminar

Project Management Basics

on November 4th and 5th, 2020.

The content of the seminar covered the following aspects:

- Projects and PM – Definitions and reasons for use
- Project Objectives – Order Clarification and Statement of Work
- Project Environment & Stakeholder – How those affected become stakeholders
- Risk Management – Identifying & effectively limiting risks
- Phase Planning & Process Model – Rough plan with little effort
- Project Organization – The structural organization and its effects
- Project Start – Kick-off, the basis for successful projects
- Project Structuring– Which tasks accrue in the project?
- Project Process Planning and Scheduling – Identifying and meeting deadlines
- Resource Planning – Knowing and planning your resources
- Cost Budgeting – Methods of scheduling and controlling
- Project Controlling – Performance Measurement
- Project Documentation – The project file
- Project Close-out – Continuous improvement of project work

Würzburg, November 5th, 2020

i. A. Christina Morgenroth