

**GRÜNDEN?  
KLAR DOCH!  
DU, WIR  
& UNSER  
NETZWERK**

**BPW  
2026**

*[www.b-p-w.de](http://www.b-p-w.de)*



# BPW 2026

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## Seminarprogramm Brandenburg



Investitionsbank  
des Landes  
Brandenburg **ILB**

# Project and Time Management

Anett Lommatzsch

**manus ordinans**  
UNTERNEHMENSBERATUNG



#wirgründen

# Agenda of the day

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- Check in
- Intro:
  - 5 project phases work as guiding thread.
  - Introduction into **agile & management methods**
  - success factors & skills & competencies** as Project Manager
- You can work on **organizing your** current or next project
- Check out



A close-up photograph of a crab on a sandy beach. The crab has a brown and yellow mottled shell and reddish-brown legs. It is positioned in the upper right quadrant of the frame. A scallop shell is visible in the lower right. The background is a soft-focus view of the beach and ocean.

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Hello!

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I am ....

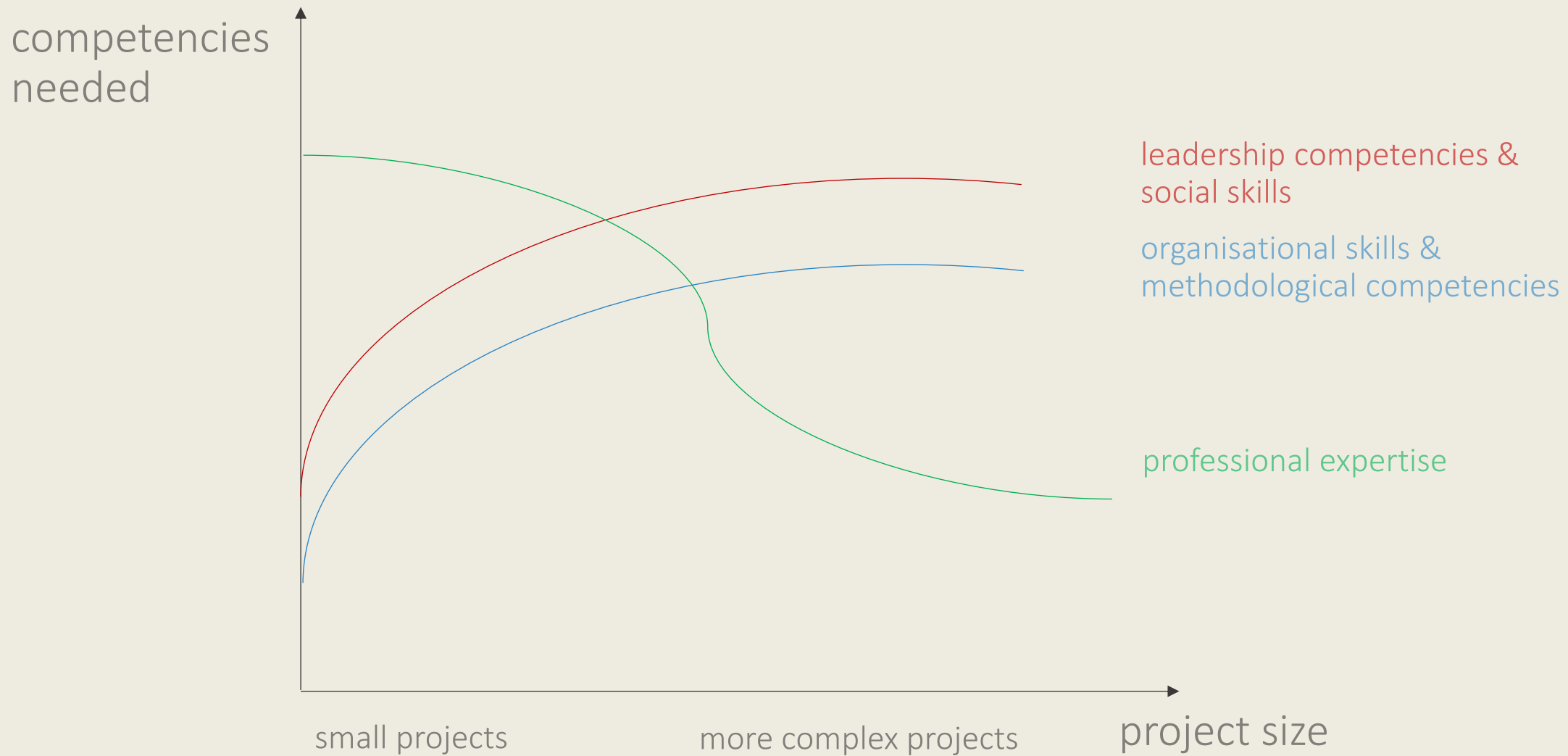
I am working / studying in the field of... at....

It is important for me to play by the rule ... in today's workshop.

I am doing ...(a hobby, a skill) that I believe no one else in the group is capable of / is doing.

I speak .... language.

## project size and competencies



# 5 project phases

## THE PROJECT JOURNEY







Source: smartsheet.com — Demystifying the 5 Phases of Project Management

<https://project-management.com/project-management-phases/> 04/23

Or check out: general PM-Process DIN 6990



# characteristics of a project

- Onetime activity
- Temporary effort
- There is a start
- There is an end
- Limited resources
- Results are defined
- Delivers unique product, service or result
- Insecurity, bears risks
- is project related organised
- Project management
- Interdisciplinary cooperation of experts
- Involved people got a „main job“



S - specific  
M - measurable  
A - achievable (by all parties involved)  
R - relevant  
T - time bound

# project manager

- is aware of and manages all responsibilities within the project
  - got leadership skills with regards to the frame (corporate values, hierarchy, personalities, branch etc.)
  - manages by objectives (MBO)
- 
- Social skills: communication, participation, integration, presentation, empathy etc.
  - Decisive
- 
- Thinks and acts with each other as working in cooperations
  - Networking, networking, networking
  - Identifies & takes care of relations & connections

# classic vs. agile



Main objective

vs.

open result

Team is organized

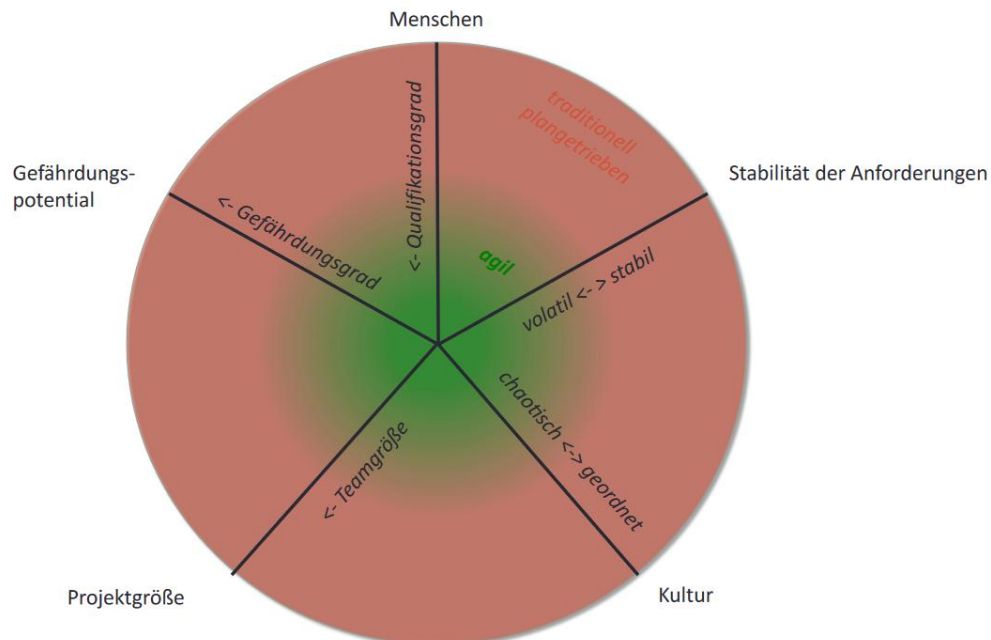
self-organizing

Timeline fixed

chronological sequence  
not planned

Changes need to  
be detected &  
planned

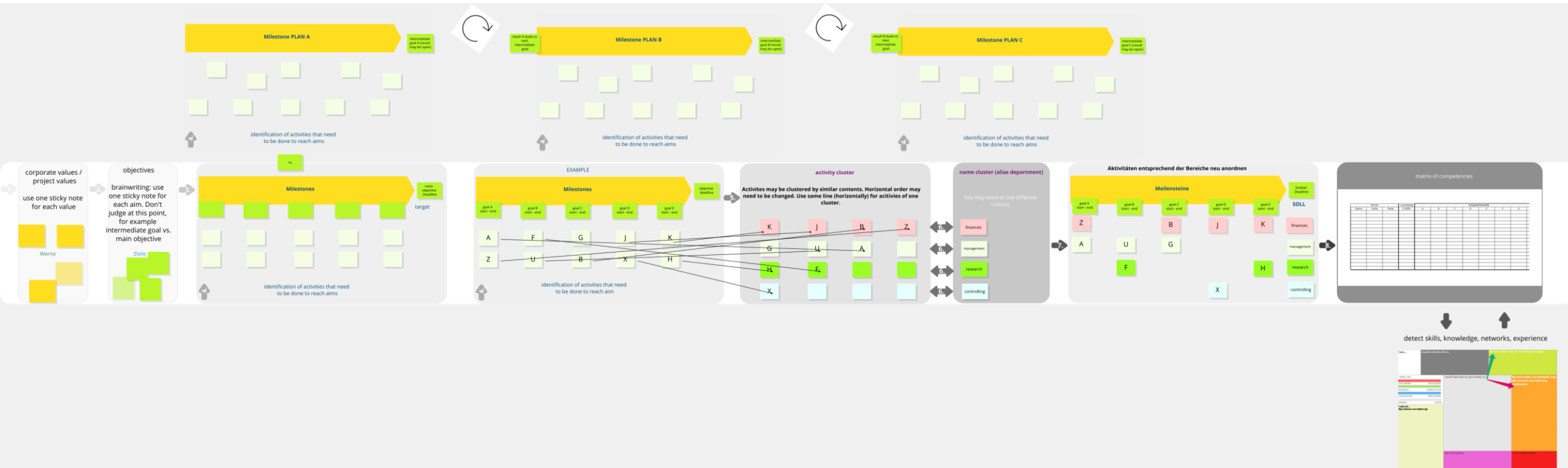
handle changes flexible  
as part of the project





# Your project for today's workshop

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# THE PROJECT CANVAS

PROJECT TITLE: \_\_\_\_\_

CREATED BY: \_\_\_\_\_

WHERE/WHEN: \_\_\_\_\_

**nanus ordinans**  
INTERNEHMENSBERATUNG

## PURPOSE

What is the cause of the project? (also: motivation, reason)  
Why is the project important and meaningful – and for whom?  
How will the project change the future – and for whom?



## BUDGET

How much money is available?  
How flexible is the budget?



How much money is needed for

- ... the TEAM (internal/external)?
- ... the necessary RESOURCES?

## TEAM

Who should be on it?

Who is

- ... In the core team?
- ... In the extended team?
- ... an external partner?
- ... the project manager?



## ENVIRONS

Which known forces  
(events, conditions, people)  
affect the project



- ... as tailwind?
- ... as headwind?

## WAYPOINTS

Which stages of progress would  
be a good reason to celebrate?



Are there dates for

- ... partial and interim results?
- ... visible and measurable successes?
- ... steering decisions?

## QUALITY

What makes the CUSTOMER really happy with regard to

- ... the RESULT of the project?
- ... the WAYPOINTS along the way within the project?

How do the CUSTOMERS in the project want  
to be informed and brought in?



## RESOURCES

What is needed for

- ... work tools (including software)?
- ... materials?
- ... methods and models?
- ... project work spaces?
- ... meeting spaces (on-site/virtual)?



## RISKS + CHANCES

Which uncertain events would  
(if they occurred)

- ... endanger the project?
- ... stimulate the project?

Events that can be influenced as well as certain events should be regarded as ENVIRONS.



## RESULT

What exactly is to be delivered  
to the CUSTOMER at the end of the project?

Is it most likely to be

- ... a new product?
- ... a new service?
- ... new knowledge (findings)?



## CUSTOMER

Who is the actual customer of the  
project, that is, who are the people that

- ... start & end the project (owners)?
- ... get the project results (recipients)?
- ... finance the project (sponsors)?

When there are several people:  
Are there known conflicts?



## TIME

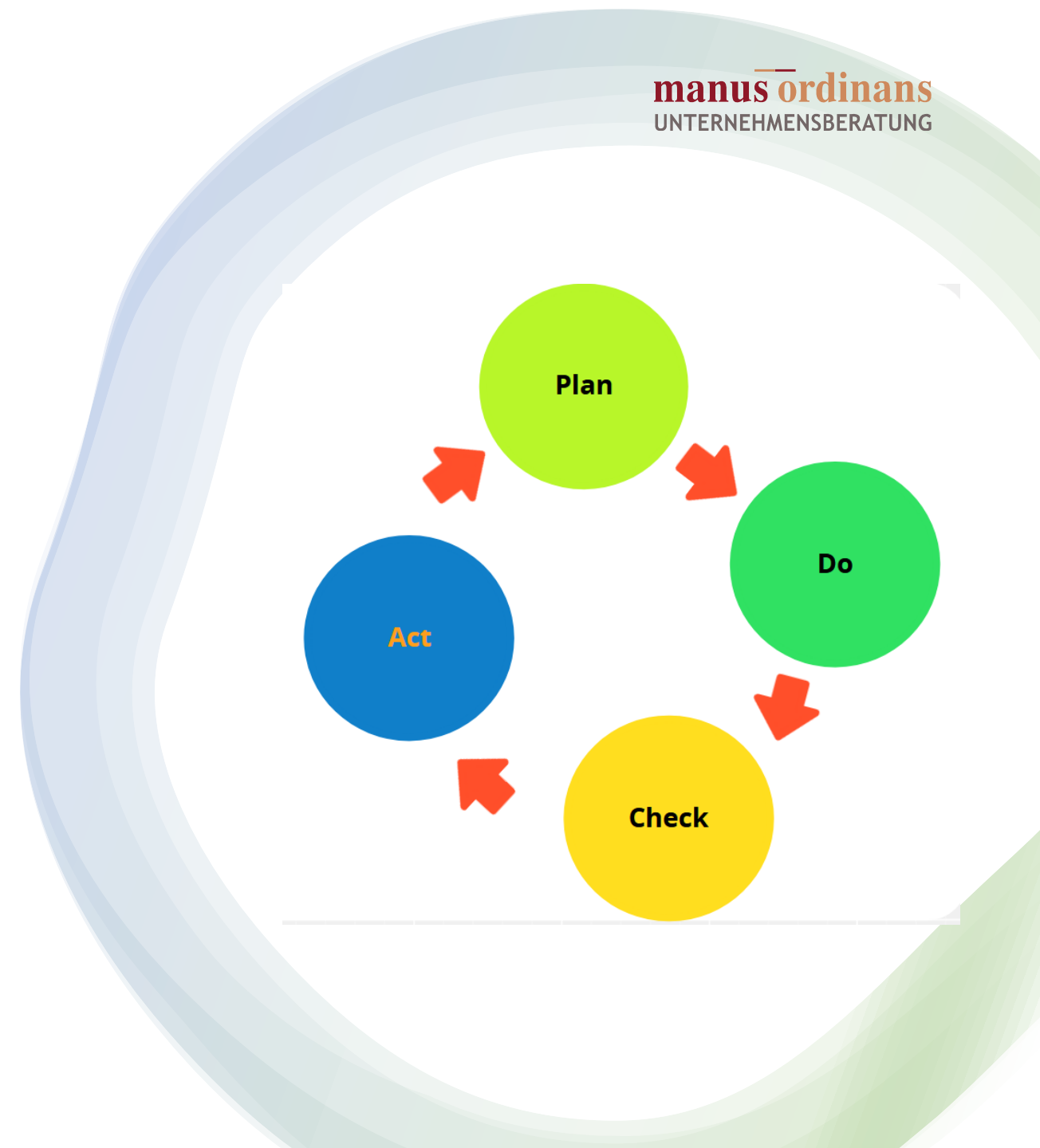
When does the project actually start? What will be required (i.e. preparations, documents)?  
When is the project really closed? What will be required (i.e. documents, approvals)?  
How flexible is the start date of the project? How flexible is the end date of the project?



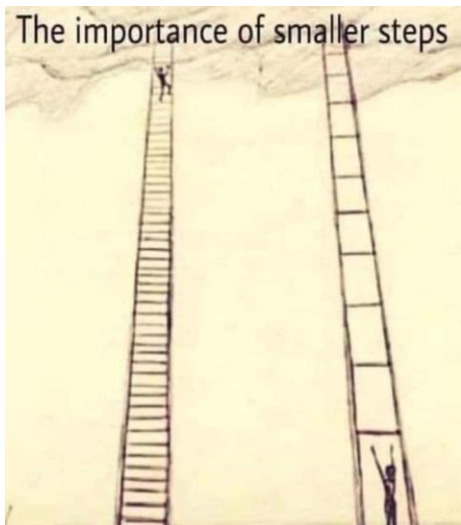


# Deming circle

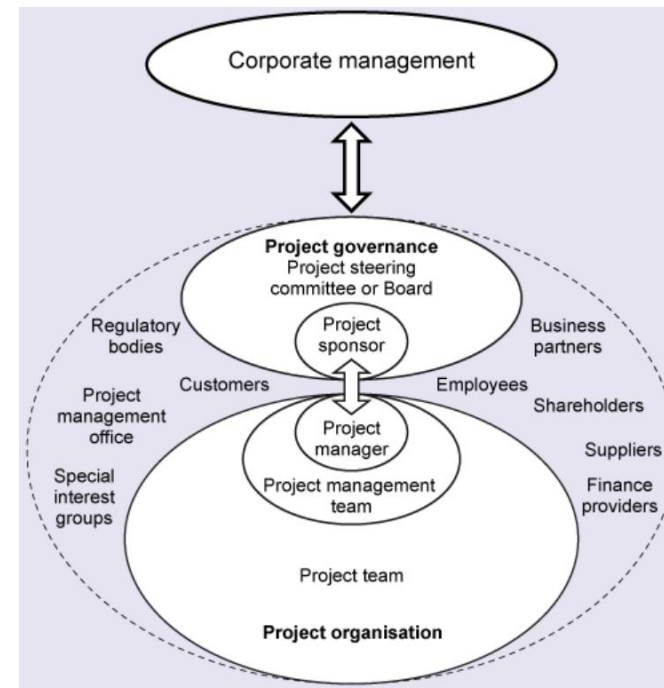
continuous improvement process



# success



- SMART for everybody involved in terms of time, scope, money
- Process capability (planning, flexible & sensitive for changes)
- Project manager is a great communicator with loads of empathy
- Tasks by skills/experience/knowledge
- Choice of project management (agile, classic, selective)
- Corporate embedding





# Have a wonderful day



# BPW 2026

Deine Idee | Dein Konzept | Dein Unternehmen

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## Förderer



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