Laba International Business School

Diploma supplement

Bogumił MELAN

COURSE: Project Management

COURSE DATES: 13.01.2026 – 19.02.2026

The course program included, among others:

1. **Project initiation – defining the project goal, scope, and constraints; identifying key stakeholders; project initiation document (Project Charter)**
2. **Stakeholder engagement management – stakeholder analysis, engagement strategies, stakeholder communication, conflict resolution**
3. **Project planning: predictive approach – planning processes in traditional methodologies, work breakdown structure (WBS), project schedule, cost management**
4. **Project planning: adaptive approach – Agile and Scrum basics, backlog creation, sprints, and iteration planning**
5. **Monitoring and controlling project progress – techniques for monitoring progress, key performance indicators (KPIs), managing schedule changes, reporting results**
6. **Project risk management – identification, assessment, and analysis of risks, planning of preventive and reactive measures**
7. **Project team management – building a project team, roles and responsibilities of team members, managing conflict within the team**
8. **Purchasing strategy as the foundation of supplier relations – the purchasing process in a project, supplier selection and contract management, negotiation strategies**
9. **Change management in projects – causes and types of change, change management process, tools for tracking and controlling change, maintaining project continuity**
10. **Project closure – review of project implementation, analysis of results against objectives, project closure documentation**

COURSE RESULT: new skills obtained by finishing practical assignments.
The course was completed with distinction.

Date of issuing the diploma:
19.02.2026

Course lecturer:
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RIS registration number:
2.14/00042/2024