BLACKBIRD FOR TRAINING

Fundamentals of Project Management

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Introduction

Project management has become an essential capability for organisations seeking to deliver initiatives efficiently, control resources, manage risks, and achieve strategic objectives. Whether the project involves introducing a new service, implementing a system, developing infrastructure, improving internal processes, or organising a corporate initiative, successful delivery requires clear planning, effective coordination, disciplined execution, and continuous monitoring.

The Fundamentals of Project Management course has been designed to provide participants with a practical and structured understanding of the principles, processes, tools, and responsibilities involved in managing projects successfully. The programme introduces the complete project lifecycle, from initiation and planning through execution, monitoring, control, and closure.

Throughout this intensive five-day programme, participants will explore project objectives, scope definition, stakeholder engagement, scheduling, resource allocation, budgeting, risk management, quality control, communication, and performance monitoring. Practical exercises, group discussions, templates, and real-world case studies will help participants apply project management concepts confidently within their professional environments.

Course Objectives

By the end of this course, participants will be able to:

- Understand the fundamental concepts and principles of project management.
- Distinguish between projects, programmes, and operational activities.
- Explain the stages of the project lifecycle.
- Define project objectives, deliverables, scope, and success criteria.
- Identify and analyse project stakeholders.
- Develop practical project schedules and work plans.
- Estimate project resources, costs, and budgets.
- Identify, assess, and respond to project risks.
- Apply quality management and performance monitoring techniques.
- Manage project communication and reporting effectively.
- Monitor project progress and control changes.
- Conduct project closure and capture lessons learned.

Course Outline

Day 1: Introduction to Project Management

- Definition and importance of project management.
- Characteristics of projects.
- Differences between projects and operations.
- Projects, programmes, and portfolios.
- The role and responsibilities of the project manager.
- Project governance and organisational structures.
- Overview of the project lifecycle.

- Project success and failure factors.
- Project management competencies.
- Introduction to project management methodologies.

Day 2: Project Initiation and Scope Planning

- Identifying project needs and opportunities.
- Developing the project concept.
- Defining project objectives and expected outcomes.
- Preparing the project charter.
- Identifying project stakeholders.
- Stakeholder analysis and engagement planning.
- Defining project scope and boundaries.
- Identifying project deliverables.
- Developing a work breakdown structure.
- Preventing and managing scope creep.

Day 3: Scheduling, Resources, and Cost Management

- Activity identification and sequencing.
- Estimating activity durations.
- Developing project schedules.
- Milestones and dependencies.
- Introduction to critical path analysis.
- Resource identification and allocation.
- Roles and responsibilities within project teams.
- Cost estimation principles.
- Developing the project budget.
- Balancing time, cost, scope, and quality constraints.

Day 4: Risk, Quality, Communication, and Team Management

- Understanding project uncertainty and risk.
- Risk identification techniques.
- Qualitative risk assessment.
- Developing risk response strategies.
- Creating and maintaining a risk register.
- Principles of project quality management.
- Quality assurance and quality control.
- Project communication planning.
- Managing meetings and project reporting.
- Building effective project teams.
- Managing conflict and maintaining collaboration.

Day 5: Project Execution, Monitoring, Control, and Closure

- Coordinating project execution.
- Monitoring activities and deliverables.
- Measuring project progress and performance.
- Tracking schedules, costs, and resources.
- Managing project issues and corrective actions.
- Change control principles and procedures.

- Status reporting and stakeholder updates.
- Managing project acceptance and handover.
- Project closure procedures.
- Capturing lessons learned.
- Practical project planning workshop.
- Course review and personal action planning.

Why Attend This Course?

- Build a strong foundation in project management principles.
- Understand how projects are initiated, planned, executed, and closed.
- Improve the ability to define clear project objectives and deliverables.
- Learn how to develop realistic schedules and budgets.
- Strengthen stakeholder communication and engagement.
- Improve project risk identification and management.
- Gain practical tools for monitoring and controlling project performance.
- Develop greater confidence when working within project teams.
- Reduce delays, cost overruns, and scope-related problems.
- Apply project management techniques to workplace initiatives.
- Learn through practical exercises and real-world case studies.
- Prepare for more advanced project management responsibilities.

Conclusion

The Fundamentals of Project Management course provides participants with a practical understanding of the essential principles, processes, and tools required to manage projects effectively. By covering the complete project lifecycle, the programme enables participants to define objectives, organise project activities, coordinate resources, manage risks, monitor performance, and support successful project completion.

Upon completion of the course, participants will possess the foundational knowledge and practical skills required to contribute confidently to project teams, manage small and medium-sized projects, improve project performance, and support the achievement of organisational objectives.

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