BLACKBIRD FOR TRAINING

The New Project Manager

21 – 25 December 2026
Geneva (Switzerland)



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Introduction

This course is designed to provide new project managers with essential skills, tools, and techniques for managing projects effectively from start to finish. Whether you're looking to understand project management fundamentals or seeking advice for new project managers, this course will guide you through the key concepts and offer practical solutions to tackle the challenges faced during project execution. Learn how to lead a project successfully, ensure it stays on track, and deliver it on time and within budget using modern project management best practices and techniques. With a focus on project management for beginners, you'll be equipped with the basic project management skills required to oversee a project and contribute to its success.

Course Objectives

The Project Management Fundamentals course is designed to:

- Provide participants with the core understanding of project management basics.
- Offer project management advice for new project managers on how to succeed in the role.
- Equip participants with the project management skills needed for successful project execution.
- Teach you how to apply basic project management plan tools and techniques, ensuring you can manage your projects effectively.
- Understand the key responsibilities of a project manager, and develop an understanding of how to introduce yourself as a new project manager to your team and stakeholders.
- Learn and practice the newest project management techniques, keeping your skills up-to-date with what's new in project management.

Course Outlines

Day 1: Project Management Concepts and Definitions

- Introduction to Project Management Institute PMI and its standards.
- Understanding the PMBOK® Guide and its purpose for project managers.
- The key role and competencies of the project manager in successful project execution.
- Levels of interaction and communication that a project manager needs to foster across teams and stakeholders.
- Organizational influences that shape the project life cycle.



Day 2: The Project Team

- Using network diagrams and identifying the critical path to ensure project milestones are met.
- Understanding the different project phases and the role of a project manager during each phase.
- Overview of the project management process group: Initiating, Planning, Executing, Monitoring & Controlling, and Closing.
- Detailed introduction to each process group and its impact on the project's success.

Day 3: Project Information Management

- Understanding project knowledge areas and how they affect project outcomes.
- Developing a project charter and the project management plan.
- How to handle change requests and change management throughout the project lifecycle.
- Creating a work breakdown structure WBS to define scope, and sequencing project activities for efficient execution.
- Planning project resources and estimating durations to meet project deadlines.

Day 4: Project Costing and Team Management

- Budget determination and control to ensure financial resources are managed appropriately.
- Ensuring project and product quality assurance throughout the project.
- Techniques for quality analysis and controlling quality within the project.
- Best practices for acquiring and developing the project team to ensure effective collaboration.
- Managing communication within the project to keep stakeholders informed.
- Reporting on project performance and making adjustments to stay on course.

Day 5: Project Risks and Closing

- Identifying and analyzing risks using both qualitative and quantitative analysis.
- Creating and implementing risk response plans to mitigate potential threats.
- Managing project procurements and contracts effectively.
- Developing strategies for stakeholder management and engagement to maintain support throughout the project.
- Collecting lessons learned and documenting project closing to ensure knowledge transfer and continuous improvement.

Why Attend This Course: Wins & Losses!

Attending this course will give you the skills and knowledge necessary to succeed as a new project manager:



- What does a project manager do? Learn the essential duties and tasks required to manage projects from initiation to completion.
- Gain insight into how to become a project manager by developing project management skills and a comprehensive understanding of project management fundamentals.
- Understand what project managers do on a day-to-day basis, and how to manage project teams effectively.
- Learn the best practices for delivering projects on time, on budget, and within scope, which are critical for ensuring project success.
- Discover what's new in project management and how modern techniques and tools can help improve your project delivery.
- Whether you're working in a traditional project management role or as a construction project manager, this course will equip you with the tools to manage any type of project.

Conclusion

By attending the Project Management Fundamentals course, you'll gain the necessary knowledge to tackle any project with confidence. Learn how to introduce yourself as a new project manager and develop the skills required for managing complex projects. You'll understand the project manager's responsibilities, how to plan and execute a basic project management plan, and how to apply project management techniques to overcome challenges. Whether you're new to the field or seeking to expand your skill set, this course offers a solid foundation for those looking to grow in the field of project management.

Enroll today to begin mastering the art of successful project management and make your next project a resounding success!

