FUNDAMENTALS OF PROJECT MANAGEMENT

REGENESYS
CORPORATE EDUCATION

OVERVIEW

Do you want to take on Project Management responsibilities but have limited experience? Becoming a project manager isn't 'out of reach'; with the right skills in your toolkit, anyone can step into the role and lead with confidence.

This two-day course provides a concise and intensive introduction to project management, focusing on essential theory, tools, techniques, and best practices.

WHY OUR PROGRAMME?

In this programme you will learn how to effectively plan, execute, and close projects while managing time, resources and one's own emotions, with self-confidence.

The details of this programme are designed as a comprehensive overview of the leading project management frameworks. This course covers the core concepts, processes, and knowledge areas equipping you with cross-industry foundational tools to manage projects effectively.

PROGRAMME DETAILS

- 2 days of training
- Face-to-face or virtual Instructor Lead Training (vILT) delivery
- Practical application of skills learnt

PROGRAMME OUTCOMES

This course will benefit you (and your organisation) by empowering you to:

- Manage the emotional needs component of your project team;
- Apply standardised project management frameworks in practice; and
- Implement practical skills on seeing projects through from conception to completion

PROGRAMME DESIGN:
MODULE 1: INTRODUCTION TO PROJECT MANAGEMENT (HALF A DAY)

Introduction to global standards of Project Management and core concepts.

- Project Management Basics
  - Definition of a project,
  - The Project Lifecycle.
  - Overview of Project Management roles (the project manager, the sponsor, the stakeholders, and the team members).
  - Managing without authority

MODULE 2: THE PROCESSES OF PROJECT MANAGEMENT (ONE AND A HALF DAYS)

Initiating

- Defining project needs objectives and goals,
- Stakeholder mapping
- Creating the project charter and project scope
- The triple constraints: scope, time and cost

Planning

- Developing a Project Plan and Governance Structure from the scope
- Developing an Activity List from the plan
- Creating a Work Breakdown Structure (WBS).
- Resource allocation
- Scheduling: techniques for creating a "doable" project schedule using Gantt charts and milestones
- Tools for time management
- Integrating all plans into the Project Management Plan

Executing

- Coordinating people and resources to carry out the project plan
- Managing team performance and stakeholder engagement
- Team Management: the beginner's guide.
- Executing the Communication Plan: keeping the project team aligned with their responsibilities
- Stakeholder Communication: tools for maintaining regular and effective communication

with stakeholders
- Quality management
- Change management
- Managing scope "creep".

Monitoring and Controlling

- Tracking project performance against the plan using KPIs (Key Performance Indicators)
- Managing changes, risk assessment and risk mitigation strategies

Closing

- Project completion criteria (final deliverables)
- stakeholder sign-off
- Final report
- Lessons learnt for continuous improvement purposes

Simulation Activities: Participants will work in groups to map out a small project using teach of the process groups, applying the processes and tools learnt to the simulated project scenario

20%
SOCIAL LEARNING
Communities, networks, coaching and mentoring

50%
FORMAL LEARNING
Learning courses, classes, and training programmes

30%
EXPERIMENTAL LEARNING
New and challenging experiences

PRICE:

Prices for all 2025 open programmes can be found on our website:
www.corporateeducation.regenesys.nett

CERTIFICATION:

- Certificate of Completion from Regenesys Corporate Education

All Regenesys Corporate Education open programmes can be tailored and customised for corporate cohorts