

# **PROJECT MANAGEMENT: From Principles to Action**



**PCM123  
Project &  
Construction  
Management**

## **COURSE TITLE**

**PROJECT MANAGEMENT: From Principles to Action**

## **COURSE DATE/ VENUE**

22<sup>nd</sup> – 26<sup>th</sup> Jun 26'

London, UK

## **COURSE REFERENCE**

PCM123

## **COURSE DURATION**

05 Days

## **DISCIPLINE**

Project & Construction Management

## **COURSE INTRODUCTION**

In today's fast-paced and ever-changing business environment, effective project management is crucial for success. This course is designed to equip you with the fundamental principles and practical skills necessary to lead projects effectively, regardless of size or complexity.

Throughout this course, you will explore key concepts of project management, including the project lifecycle, planning, execution, monitoring, and closure. We will delve into various methodologies such as Agile and Waterfall, enabling you to choose the best approach for your projects.

Whether you are new to project management or looking to enhance your existing skills, this course will provide you with the tools and confidence to transform principles into actionable results.

## **COURSE OBJECTIVE**

**Upon successful completion of this course, the delegates will be able to:**

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

1. **Understand Core Principles:** Describe fundamental project management concepts, terminology, and the project lifecycle, including initiation, planning, execution, monitoring, and closure.
2. **Develop Project Plans:** Create comprehensive project charters, scopes, and work breakdown structures (WBS) that effectively outline project goals, deliverables, and timelines.
3. **Apply Project Management Methodologies:** Differentiate between various project management methodologies (e.g., Agile, Waterfall) and select the most appropriate approach for specific project contexts.
4. **Manage Resources and Budgets:** Allocate resources effectively, develop budgets, and utilize scheduling tools to ensure projects stay on track.
5. **Identify and Mitigate Risks:** Conduct risk assessments and implement strategies to identify, analyze, and mitigate potential project risks.
6. **Monitor Project Progress:** Use key performance indicators (KPIs) and performance metrics to monitor project progress and make informed decisions based on data.
7. **Communicate Effectively:** Develop and implement communication strategies to keep stakeholders informed and engaged throughout the project lifecycle.
8. **Lead Teams Successfully:** Demonstrate effective leadership and team management skills to foster collaboration, motivation, and productivity among team members.
9. **Evaluate Project Outcomes:** Conduct post-project evaluations, document lessons learned, and apply insights to improve future project management practices.
10. **Implement Best Practices:** Incorporate industry best practices and project management tools to enhance efficiency and effectiveness in managing projects.

## **COURSE AUDIENCE**

**This course is designed for a diverse range of participants, including:**

1. Aspiring Project Managers
2. Current Project Managers

3. Team Leaders and Supervisors
4. Business Analysts
5. Stakeholders and Sponsors
6. Professionals in various Disciplines (e.g., marketing, IT, operations)

## **COURSE CONTENT**

### **Day 1: Introduction to Project Management**

- **Overview of Project Management: Definition and Importance**
- **Key Project Management Terminology**
- **The Project Lifecycle: Initiation, Planning, Execution, Monitoring, and Closure**
- **Project Management Methodologies: Agile, Waterfall, and Hybrid**
- **Identifying Stakeholders and Understanding Their Needs**
- **Group Activity: Stakeholder Analysis**

### **Day 2: Project Planning**

- **Developing a Project Charter**
- **Defining Project Scope: Goals, Deliverables, and Requirements**
- **Creating a Work Breakdown Structure (WBS)**
- **Scheduling: Gantt Charts and Critical Path Method**
- **Resource Allocation and Budgeting**
- **Group Activity: Create a Project Plan Outline**

### **Day 3: Project Execution and Monitoring**

- **Team Dynamics and Leadership in Project Management**
- **Communication Strategies: Keeping Stakeholders Informed**
- **Risk Management: Identifying and Mitigating Risks**
- **Monitoring Project Progress: KPIs and Performance Metrics**
- **Change Management: Handling Scope Creep and Adjustments**
- **Group Activity: Risk Assessment Workshop**

### **Day 4: Project Closing**

- **Closing Projects: Deliverables, Documentation, and Sign-Off**
- **Evaluating Project Success: Lessons Learned and Best Practices**

- **Importance of Post-Project Reviews**
- **Creating a Final Project Report**
- **Stakeholder Feedback and Closing Communication**
- **Group Activity: Mock Project Closure Meeting**

#### **Day 5: From Principles to Action**

- **Integrating Project Management Tools and Software**
- **Practical Application: Case Studies and Real-Life Scenarios**
- **Best Practices for Effective Project Management**
- **Final Group Project: Presenting a Complete Project Plan**
- **Course Recap: Key Takeaways and Future Steps**
- **Q&A Session and Closing Remarks**

#### **COURSE CERTIFICATE**

**TRAINIT ACADEMY** will award an internationally recognized certificate(s) for each delegate on completion of training.

#### **COURSE METHODOLOGY**

The training course will be highly participatory and the course leader will present, guide and facilitate learning, using a range of methods including formal presentation, discussions, sector-specific case studies and exercises. Above all, the course leader will make extensive use of real-life case examples in which he has been personally involved. You will also be encouraged to raise your own questions and to share in the development of the right answers using your own analysis and experiences. Tests of multiple-choice type will be made available on daily basis to examine the effectiveness of delivering the course.

- 30% Lectures
- 30% Workshops and work presentation
- 20% Case studies & Practical Exercises
- 10% Role Play
- 10% Videos, Software or Simulators (as applicable) & General Discussions