MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

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PROJECT MANAGEMENT 101 FOR NON-PMS: KEY SKILLS FOR AGILE & WATERFALL PROJECTS

"Essential Project Management Skills for Successful Project Delivery Without Formal PM Background"

Schedule

Date	Venue	Fees (Face-to-Face)
15 – 22 May 2026	Dubai, UAE	USD 3495 per delegate

► **Available delivery methods:** Face-to-Face & Online Training

Introduction

Project management is no longer just for certified professionals—every team member plays a role in delivering successful outcomes. Whether working in marketing, HR, operations, IT, or finance, employees today are expected to contribute effectively in project environments.

This introductory course demystifies project management for non-PMs. It covers essential concepts, tools, and terminology from both Agile and traditional (Waterfall) approaches. Participants will gain confidence in collaborating on projects, understanding timelines and budgets, managing risks, and using basic project tools.

Objectives

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

- Understand the project lifecycle and key terminology in Agile and Waterfall methods
- Apply fundamental tools like Gantt charts, Kanban boards, and work breakdown structures
- Support project planning, execution, and monitoring as a team member
- Communicate effectively with project managers and stakeholders
- Identify and manage basic project risks and issues
- Use collaboration tools to support transparency and coordination

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Why Attend

- Gain essential PM knowledge without needing prior experience
- Work more effectively in Agile or hybrid project teams
- Understand your role and contribution within a project context
- Improve communication and reduce misunderstandings with PMs
- Contribute to project delivery with greater confidence and clarity

Target Audience

This program is designed for:

- Non-project professionals working in project-based environments
- Team members from operations, HR, marketing, finance, or IT
- Functional leads who support project initiatives
- New managers or supervisors overseeing small project efforts
- Anyone looking to understand how projects are structured and executed

Individual Benefits

Key competencies that will be developed include:

- Project literacy and foundational PM skills
- Ability to interpret project plans and schedules
- Use of common PM tools and software
- Proactive communication and task management
- Collaboration and accountability in project roles

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Increased alignment and contribution from cross-functional teams
- Improved communication and coordination across project stakeholders
- Stronger execution support for formal project managers
- Reduced delays and miscommunication in task delivery
- A shared understanding of PM principles across departments

Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings – PM basics and frameworks explained simply
- Case Studies – Common project challenges faced by non-PMs
- Workshops – Build simple plans, timelines, and task boards
- Peer Exchange – Experience sharing across departments
- Tools – Templates, cheat sheets, and digital collaboration platforms

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Course Outline

Training Hours: 7:30 AM – 3:30 PM Daily Format: 3–4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

Day 1: Understanding Projects and Your Role

- Module 1: What is a Project? (07:30 – 09:30) • Projects vs operations, lifecycle stages • Waterfall vs Agile vs hybrid methods
- Module 2: Roles and Responsibilities in a Project Team (09:45 – 11:15) • PMs, sponsors, team members, product owners
- Module 3: Project Success Factors (11:30 – 01:00) • Time, cost, scope, quality, and communication
- Module 4: Workshop – Project Experience Sharing (02:00 – 03:30) • Participants reflect on recent projects they've supported

Day 2: Planning and Scheduling Essentials

- Module 5: Work Breakdown Structures (07:30 – 09:30) • Breaking work into tasks and deliverables
- Module 6: Gantt Charts and Schedules (09:45 – 11:15) • Sequencing tasks, defining milestones
- Module 7: Agile Planning with Kanban and Sprints (11:30 – 01:00) • User stories, task boards, velocity tracking
- Module 8: Workshop – Build a Simple Project Plan (02:00 – 03:30) • Hands-on exercise using planning templates

Day 3: Tools, Communication, and Collaboration

- Module 9: Project Management Tools Overview (07:30 – 09:30) • Asana, Trello, MS Project, Monday.com basics
- Module 10: Communication in Projects (09:45 – 11:15) • Status updates, reports, and stakeholder management
- Module 11: Team Collaboration and Accountability (11:30 – 01:00) • Responsibility assignment (RACI), meeting etiquette
- Module 12: Workshop – Communication Simulation (02:00 – 03:30) • Participants simulate a project status meeting

Day 4: Managing Risks, Issues, and Change

- Module 13: Project Risks and Mitigation (07:30 – 09:30) • Identifying, analyzing, and planning responses
- Module 14: Handling Change Requests (09:45 – 11:15) • Scope creep, change logs, approvals
- Module 15: Dealing with Delays and Dependencies (11:30 – 01:00) • Task blockers, critical path basics
- Module 16: Workshop – Risk Identification Exercise (02:00 – 03:30) • Participants analyze a project scenario for risks

Day 5: Project Delivery and Personal Action Plan

- Module 17: Monitoring and Closing Projects (07:30 – 09:30) • Progress tracking, handovers, lessons learned
- Module 18: Continuous Improvement for Non-PMs (09:45 – 11:15) • Gaining confidence and growing your PM awareness
- Module 19: Final Review and Knowledge Quiz (11:30 – 01:00) • Interactive recap and Q&A
- Module 20: Final Workshop – Build Your PM Toolkit (02:00 – 03:30) • Each participant builds a checklist and action plan

Certification

Participants will receive a Certificate of Completion in Project Management 101 for Non-PMs, validating their ability to contribute confidently and effectively in both Agile and traditional project environments using core tools and communication techniques.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation's unique goals.

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