

FUNDAMENTALS OF PROJECT PLANNING & MANAGEMENT

“Build Strong Foundations in Project Planning and Delivery with Proven Tools and Techniques.”

Schedule

Venue (InHouse)	Fees
At Your Organization Premises	Ask For The Quotation

► **Available delivery methods:** In-House Training

Introduction

This foundational course introduces participants to the essential principles and practices of project planning and management. It focuses on core competencies such as defining project objectives, developing schedules, budgeting, risk assessment, stakeholder management, and performance tracking. The course also emphasizes the practical application of project management techniques using case studies and interactive exercises.

Objectives

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

- Understand the project life cycle and key project management processes
- Develop effective project charters, plans, schedules, and budgets
- Identify, assess, and respond to project risks
- Monitor project progress and performance using key metrics
- Communicate effectively with stakeholders and manage expectations

Why Attend

Whether you're launching your first project or seeking to refine your skills, this course provides a strong foundation in managing projects with confidence, efficiency, and consistency.

Target Audience

- New and aspiring project managers
- Team leaders and supervisors involved in project execution
- Engineers, planners, and technical professionals
- Administrative staff supporting project tasks
- Anyone seeking to understand the fundamentals of managing projects

Individual Benefits

- Gain clear understanding of structured project management methodologies
- Build skills to plan, organize, and lead successful projects
- Improve time management and resource allocation abilities
- Increase eligibility for entry-level project management roles or certifications

Organizational Benefits

- Ensure projects are aligned with strategic goals and completed on time
- Improve resource planning and cross-functional collaboration
- Reduce project delays, scope creep, and cost overruns
- Build internal project management capacity and culture

Instructional Methodology

- Interactive lectures with real-world examples
- Hands-on workshops in planning and scheduling
- Group exercises and project simulations
- Templates and tools for immediate workplace application
- Daily reviews and knowledge checks for retention

Course Outline

DETAILED 5-DAY COURSE OUTLINE (CUSTOMIZABLE)

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: Introduction to Project Management

- Module 1: Understanding Projects and Project Management Basics (07:30 – 09:30)
- Module 2: The Project Life Cycle & Organizational Context (09:45 – 11:15)
- Module 3: Project Roles, Responsibilities & Stakeholder Mapping (11:30 – 01:00)
- Module 4: Developing the Project Charter (02:00 – 03:30)

Day 2: Project Scope, Time & Cost Planning

- Module 1: Scope Definition, WBS, and Scope Baseline (07:30 – 09:30)
- Module 2: Time Management – Activity Sequencing and Network Diagrams (09:45 – 11:15)
- Module 3: Developing the Project Schedule (Gantt Charts, CPM) (11:30 – 01:00)
- Module 4: Estimating and Controlling Project Costs (02:00 – 03:30)

Day 3: Risk, Quality & Procurement Planning

- Module 1: Risk Identification and Risk Register Development (07:30 – 09:30)
- Module 2: Qualitative and Quantitative Risk Analysis (09:45 – 11:15)
- Module 3: Quality Planning and Assurance Concepts (11:30 – 01:00)
- Module 4: Overview of Procurement and Contract Management (02:00 – 03:30)

Day 4: Execution, Monitoring & Control

- Module 1: Executing Project Plans and Team Management (07:30 – 09:30)
- Module 2: Project Performance Measurement – KPIs, EVM (09:45 – 11:15)
- Module 3: Change Control and Issue Resolution (11:30 – 01:00)
- Module 4: Project Communication & Stakeholder Engagement (02:00 – 03:30)

Day 5: Project Closure and Practical Application

- Module 1: Formal Project Closure and Post-Mortem Reviews (07:30 – 09:30)
- Module 2: Group Exercise: Planning and Presenting a Sample Project (09:45 – 11:15)
- Module 3: Project Management Simulation & Role Play (11:30 – 01:00)
- Module 4: Final Review, Assessment & Certification Ceremony (02:00 – 03:30)

Certification

Participants will receive a Certificate of Completion in Fundamentals of Project Planning & Management upon successfully completing the course and final assessment. This course prepares participants for more advanced project management certifications such as CAPM® (Certified Associate in Project Management) or PMP®.

Why Choose MAWA Events

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In-House / Customized Training

Interested in running this course for your team?

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