

PROJECT ESSENTIALS™ FOR THE UNOFFICIAL PROJECT MANAGER

“Lead Projects Successfully — Even Without the Title of Project Manager”

Schedule

Venue (In-house)	Fees
At Your Organization Premises	Ask For The Quotation

Introduction

In today’s dynamic workplace, many professionals find themselves managing projects — even if “Project Manager” isn’t part of their job title. The Project Essentials™ for the Unofficial Project Manager course provides the tools, frameworks, and confidence needed to lead projects successfully from start to finish.

This practical training bridges the gap between informal project management and professional best practices. Participants will learn how to plan, execute, and deliver projects efficiently while improving communication, managing risks, and ensuring team alignment and accountability.

Objectives

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

- Understand the fundamentals of project management and key terminology.
- Define project goals, scope, and deliverables effectively.
- Plan tasks, timelines, and resources using structured methods.
- Manage communication, risks, and stakeholder expectations.
- Lead teams and motivate contributors without formal authority.
- Deliver projects on time, within scope, and with measurable impact.

Why Attend

This course is ideal for professionals who manage projects as part of their role but lack formal project management training. It provides practical strategies to enhance organization, accountability, and leadership in everyday project work.

Target Audience

- Team members managing informal or internal projects
- Supervisors, coordinators, and department leads
- Professionals from non-project management backgrounds
- Anyone responsible for planning, coordinating, or executing work initiatives

Individual Benefits

- Gain practical, real-world project management skills.
- Learn to lead teams confidently without formal authority.
- Improve organization, communication, and time management.
- Build confidence in planning, executing, and monitoring projects.
- Enhance career growth through professional project management skills.

Organizational Benefits

- Improve project success rates and efficiency.
- Strengthen team accountability and collaboration.
- Reduce risk, delays, and communication breakdowns.
- Empower employees with essential leadership and planning skills.
- Build a culture of structured, results-driven project execution.

Instructional Methodology

- Real-world project case studies and exercises
- Interactive group workshops and simulations
- Hands-on project planning and tracking sessions
- Team discussions and problem-solving challenges
- Instructor feedback and performance reviews

Course Outline

- Module 1: The Role of the Unofficial Project Manager
- Module 2: Understanding Project Phases and Frameworks
- Module 3: Defining Scope, Objectives, and Success Criteria
- Module 4: Project Planning, Scheduling, and Resource Allocation
- Module 5: Communication, Collaboration, and Stakeholder Engagement
- Module 6: Managing Risks, Issues, and Change
- Module 7: Team Leadership and Motivation Without Authority
- Module 8: Monitoring Progress and Managing Deliverables
- Module 9: Closing Projects and Capturing Lessons Learned
- Module 10: Capstone Simulation - Running a Project from Start to Finish

Certification

Upon successful completion, participants will receive a Certificate in Project Essentials™ for the Unofficial Project Manager, recognizing their ability to lead, manage, and deliver projects effectively — regardless of title or formal authority.

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.

In-House / Customized Training

Interested in running this course for your team?

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