

Project Management – foundation level

The Project Management Fundamentals training provides a structured introduction to project management and the key principles used to successfully plan and deliver projects. Participants are introduced to the complete project lifecycle – from project preparation and initiation through planning, execution, monitoring and closure. The course explains how projects are structured, how responsibilities are defined within project teams and how project activities are organized to achieve expected outcomes. The training combines established project management practices with practical examples and exercises. Participants learn how to define project objectives, plan project activities, manage stakeholders, monitor progress and address risks and changes during project execution. Selected elements of widely recognized standards and frameworks such as PRINCE2®, PMBOK® Guide, AgilePM® and Scrum are referenced to provide participants with a broader perspective on modern project management practices.



Training recipients

- Professionals who want to gain a solid foundation in project management.
- Members of project teams involved in project activities.
- Individuals preparing for the role of project manager.
- Managers and specialists participating in project initiatives.
- Anyone interested in a structured introduction to project management.



Benefits

- Understanding what distinguishes projects from operational activities.

- Learning how projects relate to programs and portfolios.
- Developing structured approaches to project planning and task organization.
- Understanding governance mechanisms used to monitor project progress.
- Gaining practical knowledge of risk and change management.
- Building a shared understanding of project terminology and processes.



Training program

1. Introduction to Projects
 - What is and what is not a project
 - Differences between projects, programs and portfolios
 - Characteristics of project-based work
 - Key project management concepts and principles
 - Predictive and agile approaches to project management
2. Project Lifecycle
 - Overview of the project lifecycle
 - Project phases: preparation, initiation, execution, monitoring and closure
 - Processes, techniques and tools used in project management
 - Improving project control through stages, tolerances and reporting
3. Preparing the Project
 - Defining project objectives, results and benefits
 - Defining project deliverables
 - Developing the project justification (business case)
 - Identifying stakeholders and defining project organization
 - Roles and responsibilities within the project team
4. Project Planning – From Deliverables to Tasks
 - Planning project management approaches (quality, risk, change, communication)
 - Product-based planning and work breakdown structures
 - Scheduling and estimation techniques
 - Resource allocation and balancing
 - Selecting planning tools
5. Project Plan, Schedule and Budget
 - Integrating planning outputs into a coherent project plan
 - Developing realistic schedules and budgets
 - Ensuring completeness of the project plan
6. Risk Management
 - Understanding project risks
 - Risk identification techniques
 - Risk assessment and prioritization

- Planning responses to risks
- 7. Communication and Quality Management
 - Managing project communication and information
 - Defining reporting mechanisms
 - Quality planning and acceptance criteria
- 8. Change Management
 - Managing evolving project requirements
 - Establishing change control processes
 - Handling project issues and change requests
- 9. Project Execution and Monitoring
 - Monitoring project progress
 - Reporting project status
 - Managing deviations and corrective actions
- 10. Project Closure and Lessons Learned
 - Formal project closure
 - Collecting lessons learned
 - Sharing knowledge within the organization



Expected preparation of the participant

The training is designed as an introductory program. No prior knowledge of project management is required.



Duration

2 days / 14 hours

Language

- Training: English
- Materials: English