

---

# Project Management

## Course Description

This hands-on workshop equips participants with the knowledge, tools, and processes to effectively manage projects from initiation through closeout. Designed for supervisors, managers, and team leaders responsible for driving project success, the training blends proven project management methodologies with practical exercises to ensure immediate workplace application.

Over the course of two days, participants will learn how to create a business case, define scope, identify risks, manage resources, and maintain control over project deliverables. Using a process-based approach, the course emphasizes building a detailed project plan, managing execution, and closing projects in a way that maximizes results, minimizes risk, and captures lessons learned for future improvement.

## Course Objectives

â?? Understand the Foundations of Project Management:

â?? Define key terms and concepts in project management

â?? Identify common challenges and barriers and develop strategies to overcome them

â?? Recognize the value of a process-based approach to managing projects

Initiate Projects Effectively:

â?? Create a project charter including business case, scope, risk tolerance, resources, and approvals

â?? Define clear roles, responsibilities, and stakeholder engagement strategies

Plan Projects for Success:

â?? Develop a comprehensive project management plan including deliverables, milestones, work breakdown structure (WBS), and risk analysis

â?? Create visual tracking tools such as Gantt charts to monitor progress

Execute and Monitor Projects:

â?? Direct and coordinate execution of the plan to meet objectives

â?? Monitor progress for schedule, cost, and scope adherence

â?? Apply change management processes to handle scope changes and risk events

â?? Implement quality control measures to ensure deliverables meet customer expectations

Close Projects and Capture Lessons Learned:

â?? Finalize deliverables and obtain sponsor and customer acceptance

â?? Complete documentation and conduct formal project closeout

â?? Lead lessons learned sessions to identify improvements for future projects

---

## Training Format Options

-2-Day: Day 1 covers foundations, initiation, and planning; Day 2 focuses on execution, monitoring, and closeout, with hands-on exercises and simulations