



Introduction to Project Management Training

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Location: Gauteng

Duration: 5 Days

Accreditation: Not accredited (Certificate of Attendance provided)

1. Target Audience

- Aspiring Project Managers
- Team leaders
- Supervisors
- Managers involved in project-based work
- Professionals from any field looking to understand basic project management principles

2. Course Overview

This course provides foundational knowledge of project management principles, methodologies, and tools. Participants will learn how to plan, execute, monitor, and close projects efficiently, ensuring alignment with organizational objectives and stakeholder expectations.

3. Course Outcomes

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

- Understand the fundamentals of project management.
- Develop project plans, schedules, and budgets.
- Identify and manage risks effectively.
- Monitor project progress and adapt to changes.
- Close projects successfully, ensuring stakeholder satisfaction.

4. Course Outline and Content

4.1 Day 1: Project Management Foundations

- Introduction to project management: definitions, concepts, and importance
- Project lifecycle: initiation, planning, execution, monitoring, and closure
- Key roles in project management: project manager, team, and stakeholders
- Overview of project management methodologies (e.g., Waterfall, Agile)

4.2 Day 2: Project Planning

- Setting objectives and defining scope
- Developing a project charter and work breakdown structure (WBS)
- Time management: creating schedules and Gantt charts
- Budgeting basics: estimating costs and resource allocation

4.3 Day 3: Risk Management and Communication

- Identifying and assessing project risks
- Risk mitigation and contingency planning
- Communication strategies for stakeholders and teams
- Managing stakeholder expectations

4.4 Day 4: Project Execution and Monitoring

- Executing the project plan: resource allocation and task management
- Monitoring tools: KPIs, dashboards, and project tracking software
- Change management: handling scope creep and unforeseen challenges
- Leadership skills for project managers

4.5 Day 5: Project Closure and Lessons Learned

- Closing a project: final deliverables and stakeholder sign-off
- Post-project evaluation: lessons learned and success factors
- Reporting project outcomes to stakeholders
- Building a professional portfolio as a project manager

5. Assessment and Certification

There is no formal assessment as this course is not accredited.

Participants will receive a Certificate of Attendance upon completion.

6. Delivery Method

In-person or virtual delivery (optional, based on demand).

Includes interactive lectures, case studies, group discussions, and practical exercises.