PROFESSIONAL TRAINING COURSE

Course No. 2003

Project Management Fundamentals & Best Practices Training Course

PROJECT MANAGEMENT
PROJECT MANAGEMENT & PMO

DURATION
5 Days

DELIVERY
Classroom

Course Overview

The Project Management Fundamentals & Best Practices Training Course provides a comprehensive foundation in the principles, processes, tools, and practical practices required to manage projects effectively from initiation through completion. The course is designed to help professionals understand the project management lifecycle and apply structured approaches to planning, execution, monitoring, control, and closure.

Participants will explore the essential elements of successful project management, including project initiation, stakeholder identification, scope definition, requirements, work breakdown structures, scheduling, resource planning, cost management, quality, risk, communication, procurement, and change control. The program emphasizes practical project management techniques that can be applied across different industries, organizational structures, and project environments.

The course also addresses the role of the project manager in coordinating teams, managing expectations, facilitating communication, resolving issues, making informed decisions, and maintaining alignment with organizational objectives. Participants will learn how to establish clear project governance, monitor performance, manage risks and changes, and maintain effective relationships with stakeholders throughout the project lifecycle.

Through practical exercises, case studies, project planning activities, scheduling workshops, risk analysis, stakeholder scenarios, and an integrated final project exercise, participants will develop the confidence and practical capability to apply recognized project management best practices and improve project delivery performance.

Objectives

- By the end of the course, participants will be able to:
- Analyze the fundamental principles and lifecycle of professional project management.
- Distinguish projects from ongoing operational activities and understand their strategic value.
- Initiate projects using structured business justification, objectives, and governance principles.
- Define project scope, requirements, deliverables, assumptions, and constraints.
- Develop practical work breakdown structures and project planning frameworks.

- Create realistic project schedules, milestones, dependencies, and resource plans.
- Estimate project costs and establish appropriate budget control mechanisms.
- Identify, assess, prioritize, and manage project risks and opportunities.
- Establish effective project communication and stakeholder engagement strategies.
- Apply quality management principles throughout the project lifecycle.
- Manage project teams, responsibilities, accountability, and collaboration.
- Evaluate and control project changes, issues, and scope variations.
- Monitor project performance using appropriate indicators and reporting mechanisms.
- Apply practical approaches to procurement and external supplier coordination.
- Strengthen project governance, decision-making, and escalation processes.
- Develop an integrated project management approach based on recognized best practices.

Who Should Attend

This course is designed for project managers, project coordinators, project team members, project officers, project analysts, supervisors, and professionals who are involved in planning or delivering projects. It is suitable for both professionals beginning their project management responsibilities and experienced practitioners seeking to strengthen their understanding of structured project management practices.

The program is also relevant to department managers, functional managers, operations professionals, engineers, technical specialists, business analysts, procurement professionals, finance professionals, risk specialists, quality professionals, and executives who participate in project planning, governance, oversight, or decision-making.

The course is applicable across government entities, ministries, banks, financial institutions, oil and gas organizations, construction and engineering companies, manufacturing, telecommunications, technology, healthcare, utilities, professional services, multinational corporations, and large enterprises managing projects of different sizes and levels of complexity.

Learning Outcomes

- Upon successful completion of the course, participants will be able to:
- Explain the complete project management lifecycle and its major stages.
- Develop a clear project charter and project initiation framework.
- Define project objectives, scope, requirements, deliverables, and success criteria.
- Construct a work breakdown structure for a practical project.
- Develop project schedules incorporating activities, milestones, dependencies, and resources.
- Prepare basic project cost estimates and budget structures.
- Develop project risk registers and practical risk response plans.
- Identify and analyze project stakeholders and determine appropriate engagement approaches.
- Establish effective project communication plans and reporting structures.
- Apply quality assurance and quality control principles to project activities.
- Coordinate project teams and clarify roles, responsibilities, and accountability.
- Manage project issues, changes, constraints, and competing priorities.
- Monitor project progress and identify deviations from approved plans.
- Prepare meaningful project performance reports for stakeholders and management.
- Apply governance and escalation mechanisms to support effective decision-making.
- Develop an integrated project management plan suitable for organizational implementation.

Course Outline

DAY 01

Project Management Foundations & Project Initiation

- Fundamentals and principles of project management
- Characteristics of successful projects
- Projects, programs, portfolios, and operational activities
- Project lifecycle and management process groups
- Project roles, responsibilities, and governance
- Project business justification and strategic alignment
- Project objectives and success criteria

DAY 01 — CONTINUED

- Project charter and authorization
- Identifying project stakeholders
- Stakeholder expectations and initial engagement
- Project assumptions, constraints, and dependencies
- Establishing project governance and decision-making structures

PRACTICAL APPLICATION:

- Participants develop a project charter for a selected project, including objectives, scope, stakeholders, assumptions, constraints, governance, and success criteria.

DAY 02

Scope, Requirements, Work Breakdown & Scheduling

- Project requirements and stakeholder needs
- Defining project scope and boundaries
- Deliverables and acceptance criteria
- Scope management and avoiding uncontrolled scope expansion
- Work breakdown structure development
- Activity definition and sequencing
- Dependencies and logical relationships
- Milestones and project baselines
- Estimating activity duration
- Resource planning and allocation
- Developing project schedules
- Schedule risks and critical activities
- Schedule monitoring and control

PRACTICAL APPLICATION:

- Participants create a work breakdown structure and develop a practical project schedule with activities, dependencies, milestones, and resource requirements.

DAY 03

Project Cost, Resources, Quality & Risk Management

- Project cost management principles
- Cost estimation techniques
- Project budgeting and cost baselines
- Resource planning and utilization
- Roles, responsibilities, and team structures
- Building effective project teams
- Project quality planning
- Quality assurance and quality control
- Identifying project risks and opportunities
- Risk assessment and prioritization
- Risk response strategies
- Risk registers and risk ownership
- Monitoring project risks throughout execution

PRACTICAL APPLICATION:

- Participants prepare a project budget framework and risk register, then develop appropriate responses for key project risks.

DAY 04

Stakeholder Engagement, Communication, Change & Project Control

- Stakeholder analysis and influence assessment
- Stakeholder engagement strategies
- Project communication planning
- Management and project reporting
- Managing expectations and difficult stakeholders
- Project issues and problem-solving
- Change control principles

DAY 04 — CONTINUED

- Evaluating scope and schedule changes
- Change impact assessment
- Decision-making and escalation
- Project performance monitoring
- Managing deviations and corrective actions
- Maintaining project documentation and records

PRACTICAL APPLICATION:

- Participants analyze a project experiencing stakeholder conflict, scope changes, and schedule delays, then develop communication, change control, and corrective action responses.

DAY 05

Project Governance, Performance & Successful Project Delivery

- Project governance and accountability
- Monitoring project performance
- Project performance indicators and dashboards
- Schedule, cost, scope, quality, and risk performance
- Project procurement and supplier coordination
- Managing project contracts and external resources
- Project issue and escalation management
- Project recovery and corrective strategies
- Project closure and acceptance
- Lessons learned and knowledge management
- Evaluating project success and benefits
- Continuous improvement and project management maturity
- Applying project management best practices across the organization

FINAL WORKSHOP:

DAY 05 — CONTINUED

- Participants develop an integrated Project Management Plan covering project initiation, scope, deliverables, work breakdown structure, schedule, resources, budget, risks, stakeholders, communication, quality, change control, governance, performance monitoring, and project closure.

Register or Request More Information

Course page: https://quest-training.com/courses/project-management-fundamentals-best-practices-training-course
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