



PROJECT MANAGEMENT



PROGRAM OVERVIEW

PERSONA



Mobilizer

COMPETENCY



Formulating Pathway

SKILL



Planning and Organization

This 1-2 day program equips leaders with essential project management skills to plan, execute, and deliver projects effectively. Participants will learn practical techniques to define project objectives, manage timelines, coordinate resources, and address potential challenges. By the end of the program, participants will have the confidence to manage small to medium-scale projects and align their efforts with team and organizational goals.

PROGRAM OBJECTIVE

By the end of this program, participants will:

- Understand the basics of project management and its importance in achieving organizational objectives.
- Learn how to define clear project goals, scope, and deliverables.
- Develop skills to create and manage project timelines, resources, and budgets.
- Gain tools to identify and mitigate risks while maintaining project momentum.
- Build team collaboration and communication skills to ensure project success.



PROGRAM OUTLINE

MODULE 1:

INTRODUCTION TO PROJECT MANAGEMENT

- Overview of project management fundamentals and terminology.
- The role of project management in achieving team and organizational goals.
- Key responsibilities of a project manager and project team members.

MODULE 2:

BUSINESS ACUMEN FOR ENTRY-LEVEL LEADERS

- Defining project goals, scope, and deliverables.
- Understanding stakeholder expectations and aligning them with project objectives.
- Tools for scope definition and management to avoid scope creep.



MODULE 3:

PLANNING AND SCHEDULING

- Creating project plans: Work Breakdown Structure (WBS) and Gantt charts.
- Time management in projects: setting realistic timelines and milestones.
- Allocating resources effectively to meet project goals.

Project Management Fundamentals



MODULE 4:

RISK MANAGEMENT

- Identifying potential risks and challenges in projects.
- Developing strategies to mitigate risks and ensure continuity.
- Monitoring risks and adapting to unforeseen issues.

MODULE 5:

TEAM COLLABORATION AND COMMUNICATION

- Building collaboration within cross-functional teams.
- Effective communication strategies to keep stakeholders informed.
- Fostering accountability and ownership among team members.

MODULE 6:

MONITORING PROGRESS AND ADJUSTING PLANS

- Tracking project performance using Key Performance Indicators (KPIs).
- Identifying and addressing project deviations effectively.
- Adjusting plans to stay aligned with objectives and deliverables.

Period

1-2
Days

Program designed for:

Specialist, Analyst,
Team Member