

INTRODUCTION TO PROJECT MANAGEMENT



Project Management Course

LEARNING OUTCOMES

- Understand the fundamental principles, terminology and roles within project management.
- Clearly define a project, its scope, objectives and expected outcomes.
- Engage and communicate effectively with key stakeholders throughout the project lifecycle.
- Build essential project documentation, including plans, definitions and communication strategies.
- Identify, assess and manage project risks to ensure smoother delivery.
- Monitor progress, manage changes and guide a project successfully through to completion.

COURSE OVERVIEW

This practical one-day Introduction to Project Management course provides delegates with a clear understanding of the core principles, processes and responsibilities involved in successful project delivery. Through real-world examples and easy-to-apply tools, participants learn how to plan, structure, communicate and manage projects more effectively. The session equips individuals with the confidence to define project goals, engage stakeholders, manage risks and track progress using proven project management techniques.

TOPICS COVERED IN THIS COURSE

Project Management Foundations

An introduction to core principles, definitions and terminology, including what constitutes a project and the key responsibilities of a project manager.

Roles & Responsibilities

Exploring the responsibilities of project contributors and how to use tools like responsibility matrices to clarify ownership and accountability.

Stakeholder Identification & Communication

Techniques for analysing stakeholders, planning their involvement and building strong communication strategies to maintain alignment and engagement.

Building Effective Communication Plans

Reviewing communication techniques and plan examples to ensure information flows efficiently across the project team and stakeholders.

Creating a Strong Project Definition

Guidance on writing clear project definitions, outlining what to include and understanding the approval process for initiating a project.

Project Documentation Essentials

Understanding different types of documentation, naming standards, storage methods and how to track approvals throughout the project lifecycle.

Planning & Structuring the Work

A practical section covering goal setting, task definition, mind mapping, estimating, work breakdown structures, dependencies, constraints and building Gantt charts or network diagrams.

Managing Risk, Quality & Project Completion

How to identify risks, build risk plans, manage scope, monitor quality and guide the project through final phase-out activities and review processes.