Comprehensive Guide to Project Management Fundamentals

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Lisbon (Portugal)

UK Traininig
PARTNER



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Why This Course

Project management is an essential skill for professionals who need to deliver work in a structured, timely, and results-focused way. Successful projects depend on clear objectives, defined scope, realistic schedules, controlled budgets, effective teams, proactive risk management, and strong stakeholder communication.

This intensive 1-week Project Management Fundamentals Training program provides participants with a practical introduction to the core concepts, methodologies, and best practices needed to manage projects from initiation to closure. The course covers project lifecycles, governance, scope planning, scheduling, budgeting, quality, resources, risk, procurement, performance reporting, change control, closure, and Agile fundamentals. Through practical exercises and real-world examples, participants will learn how to plan, lead, monitor, and close projects with confidence.

What You'll Learn and Practice

By joining this program, you will:

- Understand key project management concepts, processes, and terminology.
- Identify project lifecycle stages and process groups.
- Understand project management knowledge areas and their practical application.
- Develop project charters and project management plans.
- Identify and analyze stakeholders.
- Define project scope and create Work Breakdown Structures.
- Develop project schedules, budgets, and resource plans.
- Apply quality planning and control techniques.
- Lead project teams and manage stakeholder communication.
- Identify, analyze, and respond to project risks.
- Manage procurement activities, contracts, changes, and issues.
- Measure project performance, prepare reports, and close projects professionally.
- Understand Agile project management fundamentals.



The Program Flow

Day 1: Project Management Foundations

- Understand core project management concepts and terminology.
- Explore the project lifecycle and process groups.
- Review key project management knowledge areas.
- Understand different organizational structures and their impact on projects.
- Learn the role of project governance in decision-making and control.

Day 2: Project Initiation and Planning

- Develop a project charter that defines objectives, scope, and authority.
- Identify and analyze project stakeholders.
- Create a structured project management plan.
- Define project scope, deliverables, assumptions, and constraints.
- Build a Work Breakdown Structure to organize project work.

Day 3: Project Execution and Monitoring

- Develop and manage project schedules.
- Estimate costs and create project budgets.
- Apply quality planning and control methods.
- Manage resources and assign responsibilities.
- Lead project teams and support effective collaboration during execution.

Day 4: Project Risk and Procurement

- Identify and analyze project risks.
- Develop risk response and mitigation plans.
- Monitor risks throughout the project lifecycle.
- Plan and manage procurement activities.
- Understand contract types and basic contract administration.

Day 5: Project Closure and Agile Methods

- Measure project performance and prepare project reports.
- Manage changes, issues, and corrective actions.
- Conduct project closure and final handover.
- Capture lessons learned for future improvement.
- Understand the basics of Agile project management and when it can be applied.



Individual Impact

- Build confidence in managing projects from start to finish.
- Strengthen planning, scheduling, budgeting, and risk management skills.
- Improve leadership and stakeholder communication capabilities.
- Gain practical experience using project management tools and techniques.
- Develop a more structured approach to project execution and closure.

Work Impact

- Improve project delivery consistency and success rates.
- Reduce scope creep, delays, budget overruns, and unmanaged risks.
- Strengthen stakeholder alignment and communication.
- Improve project visibility through better reporting and monitoring.
- Support continuous improvement through structured closure and lessons learned.

Training Methodology

This program combines project management principles with practical application through:

- Project charter and management plan development exercises.
- Stakeholder analysis and communication planning activities.
- Scope definition, WBS, schedule, and budget workshops.
- Risk assessment and mitigation planning exercises.
- Procurement and contract scenario discussions.
- Project reporting, status meeting, closure, and Agile overview activities.

Beyond the Course

Upon completion, participants will be able to:

- Create comprehensive project charters and management plans.
- Develop detailed project schedules and budgets.
- Conduct risk assessments and prepare mitigation plans.
- Lead effective project status meetings and prepare clear reports.
- Manage project scope, quality, resources, procurement, changes, and issues.
- Close projects professionally and capture lessons learned for future improvement.

