

Project Management Fundamentals: Navigating Project Lifecycles

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Toronto (Canada)

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The Program Flow

Day 1: Introduction to Project Management

- Understand project management fundamentals and key terminology.
- Explore the project lifecycle and its main phases.
- Identify the role, responsibilities, and competencies of the project manager.
- Understand how organizational structures affect project delivery.
- Review project governance and decision-making processes.

Day 2: Project Initiation and Planning

- Develop a project charter for a sample project.
- Identify and analyze project stakeholders.
- Define project scope, deliverables, assumptions, and constraints.
- Create a Work Breakdown Structure.
- Develop schedules using activity sequencing and critical path analysis.
- Estimate project costs and prepare project budgets.

Day 3: Project Execution

- Apply team development and leadership techniques.
- Manage communication across project teams and stakeholders.
- Apply quality management and control practices.
- Develop and implement risk management strategies.
- Understand procurement management and supplier coordination.

Day 4: Project Monitoring and Control

- Measure project performance using practical tracking methods.
- Apply earned value management concepts.
- Manage change control processes.
- Track issues and apply escalation procedures.
- Prepare status reports and project forecasts for stakeholders.

Day 5: Project Closure and Review

- Conduct project closure activities using structured checklists.
- Capture lessons learned and support continuous improvement.
- Complete administrative and contract closeout tasks.
- Conduct project closure meetings and final reviews.
- Explore career development paths in project management.

Individual Impact

- Build confidence in managing projects across the full lifecycle.
- Strengthen skills in planning, scheduling, budgeting, and stakeholder management.
- Improve leadership and communication with project teams.
- Gain practical experience using project management tools and techniques.
- Develop the ability to close projects professionally and capture lessons learned.

Work Impact

- Improve project delivery consistency and control.
- Reduce risks related to unclear scope, weak planning, poor communication, and unmanaged changes.
- Strengthen stakeholder alignment and reporting.
- Improve project team coordination and accountability.
- Support continuous improvement through structured project reviews and lessons learned.

Training Methodology

This program combines project management fundamentals with practical application through:

- Project charter and WBS development exercises.
- Stakeholder analysis and communication planning activities.
- Schedule and budget development workshops.
- Team leadership, risk, quality, and procurement scenarios.
- Earned value, change control, and status reporting practice.
- Project closure meeting and lessons learned simulations.

Beyond the Course

Upon completion, participants will be able to:

- Create project charters and Work Breakdown Structures.
- Develop project schedules and budgets using practical tools.
- Apply stakeholder management and communication techniques.
- Monitor project performance and manage changes effectively.
- Conduct project closure meetings and lessons learned sessions.
- Manage projects more confidently from initiation through closure.

A graphic of a chessboard with several chess pieces. A large gold king piece is in the foreground, with a silver pawn and a silver knight behind it. In the background, there are concentric circles and the text 'UK Training PARTNER' in black.

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