informatech



PROJECT MANAGEMENT | PM-011

Project Management Essentials

UK
+44 33 000 111 90
info@informatech.co.uk
https://informatech.co.uk
63-66 Hatton Garden Hatton Garden
EC1N 8LE , London

NL
+31 85 74 444 46
info@infomatech.nl
https://infomatech.nl
Waarderweg 50 - 2031PB
Haarlem - Netherlands



Course content

Why Attend

Course Introduction

This Project Management Essentials training course is designed to enhance your project management skills by focusing on effective management and leadership techniques. You will learn how to identify risks, solve problems, delegate tasks, and communicate effectively. The training course also emphasizes controlling your team and work environment while fostering a culture of improved safety. Essential for all project managers, this Project Management Essentials training course will help you and your team develop the necessary skills to manage projects successfully and create a positive, secure working environment.

Course Methodology

This training course will utilise a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. The course is highly interactive and is designed with briefings and a central project scenario as the driver for all course learning. Students will complete several elements of project work through assigned roles. Several work products will be created including a Scope statement, WBS, Risk Register, activity list, network diagram and earned value report. There will be open discussion and real world examples with the emphasis on learning by doing.

Who should Attend?

This training course is suitable to a wide range of professionals but will greatly benefit:

• Those Who are Actually or Potentially Involved in Projects

• Business Professionals Who Currently Work on Projects or Are Occasionally Assigned to Work as Project Team Members in Any Business Work Areas

• Those Who Directly Contribute to Projects. It is Ideal for Candidates Who are Intending to Start Managing Projects Soon, Need to Learn Project Management Skills Quickly, or Need to Know How to Effectively Select and Manage Projects

Course Objectives

By the end of this Training course, participants will be able to:



Course content

Course Objectives

• Understand the Fundamentals of Project Management Including the Ability to Initiate, Plan and Execute Basic Controls for a Project

• Understand the Techniques of Project Planning and How to Deliver One

• Understand How to Define Project Success Using Key Performance Indicators and Establishing Quality Metrics

• Identifying Risks and Understanding the Advantages of Various Types of Contracts

• Understand How to Control, Manage and Close a Project to Your Customers Satisfaction

Course outline

Day One: Project Management Basics, History, Benefits and Components

• Understanding what project management is

• Defining project and product life cycles

• Understanding Best Practice Project Management

• How to Initiate a Project: How to do it

• Managing the project selection process

• Writing SMART objectives and business cases

• Practical Exercise: Creating SMART objectives

• Project Exercise: Project Selection exercises

Day Two: Project Planning, Charters, Work Breakdown Structures and Scope Statements

• Developing the project documentation for senior management sign-offs

• Defining the project management



Course content

Course outline

- Understand how to collect requirements
- Defining the full project scope
- Creating and analysing the project with Work Breakdown Structures
- Practical Exercise: Writing the Project Charter
- Practical Exercise: Gathering Requirements
- Practical Exercise: Creating the Work Breakdown Structure
- Practical Exercise: Writing the Scope Statement

Day Three: Creating and Managing the Project Schedule and Budget

- Understanding what a realistic schedule is
- Defining and managing dependencies
- How to estimate project durations and costs
- Creating and optimising the project schedule
- Presenting your schedule and resource constraints
- How to control the cost, schedule and resources
- Practical Exercise: Network diagramming practice
- Practical Exercise: Create, sequence activities and determine duration estimations
- Practical Exercise: Complete analogous, parametric and three-point estimating

Day Four: Planning for Quality, HR, Communications, Risk and Procurement

- Defining and controlling project KPI's / Metrics
- Presenting and defining the project resource plan
- Developing a communication plan
- Managing Virtual Teams



Course content

Course outline

- Understanding and reviewing project risk
- Managing the project contract against project constraints
- Practical Exercise: Create quality project metrics
- Practical Exercise: Conduct a project meeting
- Practical Exercise: Risk Management project exercise

Day Five: Working, Controlling and Closing the Project

- Using project software to track projects
- Dealing with project management problems
- Project case reviews and discussion
- Project Management leadership, communications and meetings best practices
- Closing the project including project administration, hand-offs, document updates, and lessons learned
- Lessons learned, why, when and what
- Practical Exercise: Create end course lessons learned



Seminar dates

Available seminar dates

Live dates and pricing for Project Management Essentials generated from the course details page.

Date	Location	Format	Fee
7 - 11 December 2026	Barcelona - Spain	Classroom	**€3,080.-**
11 - 15 January 2027	Geneva - Switzerland	Classroom	**€4,200.-**
8 - 12 February 2027	Istanbul - Turkey	Classroom	**€2,280.-**
8 - 12 March 2027	Cape Town - South Africa	Classroom	**€3,400.-**
12 - 16 April 2027	Barcelona - Spain	Classroom	**€3,080.-**
10 - 14 May 2027	Paris - France	Classroom	**€3,600.-**
14 - 18 June 2027	Frankfurt - Germany	Classroom	**€2,600.-**
12 - 16 July 2027	Barcelona - Spain	Classroom	**€3,080.-**
9 - 13 August 2027	Geneva - Switzerland	Classroom	**€4,200.-**
13 - 17 September 2027	Istanbul - Turkey	Classroom	**€2,280.-**
11 - 15 October 2027	Vienna - Austria	Classroom	**€3,400.-**
8 - 12 November 2027	Barcelona - Spain	Classroom	**€3,080.-**
13 - 17 December 2027	Paris - France	Classroom	**€3,600.-**

Live online option	Online delivery is available at €1,850.-.