



## Project Management Fundamentals

Nowadays project management is not limited to construction engineers or military logistics experts. It has become a part of job responsibilities, where individuals are expected to complete tasks, within budget and on schedule.

This training workshop aims to familiarize individuals in roles with the terms and practices related to working on projects. It does not aim to transform you into a project manager. Will provide you with an understanding of project related concepts.

## **Course Overview;**

The workshop will begin by introducing the participants and discussing the topics that will be covered throughout the day. Participants will also have an opportunity to identify their learning objectives.

## **Throughout this one-day workshop participants will gain skills in;**

- Understanding the concept of projects and their importance
- Grasping the meaning of project management
- Recognizing the advantages of undertaking projects
- Identifying stages within a project's life cycle
- Presenting project ideas through presentations
- Prioritizing projects based on their significance
- Developing initial concepts, for projects, including defining goals and vision statements
- Utilizing various project planning tools
- Contributing to creating a comprehensive Statement of Work

## **What are Projects and Project Management?**

Let's start by diving, into the basics of projects and project management while also discussing the members of a project team.

## **The Role of a Project Manager**

We will then explore the role of a project manager looking into the skills for success in this position. Additionally, we'll cover how to create a proposal for your project.

## **How Can Projects Help Me?**

Moreover, we'll address misconceptions about projects. Highlight their potential for growth and satisfaction when effectively managed. Through engaging lectures and case studies we will examine both the advantages and challenges associated with undertaking projects.

## **Life Cycle of a Project**

We will thoroughly examine each phase in a project's life cycle.

### **Selling a Project**

During this session we will delve into the four stages of a project. Participants will engage in an activity where they match and combine elements to reinforce their understanding.

### **Creating a Vision**

When it comes to presenting a project pitch it can be quite challenging even if you have identified one that could benefit your company. In this session we'll explore approaches to prioritize and gain support, for projects.

### **Project Goals**

Before starting with project planning, it is crucial to establish a vision of what you aim to achieve. Lets delve into the idea of a vision statement and provide guidance on how to craft one. After that participants will collaborate in groups to come up with a vision, for a sample project. During this session we'll explore the six components of project goals and participants will get a chance to draft goals for their projects.

### **Using a Target Chart**

Utilizing a target chart can be incredibly helpful in identifying priorities within your project and devising strategies to achieve your goals. In this session we'll walk you through the process of creating and utilizing a target chart.

### **Preparing Your Project**

Once you have decided which project to promote to others and have identified your vision and goals it's important to be prepared. Participants will discuss six considerations, in groups.

### **Organizing the Project**

Now that we have an understanding of what our project entails, we can create the Project Charter and Work Statement.

### **Workshop Summary**

Participants will have an opportunity to ask any remaining questions they may have and create an action plan.

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