ISO 21500: Guidance on Project Management Training Course

Professional Development Training Course Outline

Category	Project Management	**Duration**	10 Days
Base Fee	$3,000 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

ISO 21500: Guidance on Project Management Training Course provides a comprehensive and structured understanding of internationally recognized project management principles, concepts, and processes aligned with ISO standards. The course emphasizes project governance, lifecycle management, stakeholder coordination, risk control, and performance optimization across diverse sectors. Participants gain practical insights into aligning organizational strategy with project objectives, improving delivery consistency, and enhancing accountability using globally accepted project management frameworks.

In an increasingly complex and competitive business environment, organizations require standardized approaches to manage projects effectively, control costs, meet deadlines, and deliver value. This training equips participants with the skills to apply ISO 21500 guidance across public and private sector projects, integrate best practices into existing methodologies, and ensure alignment with quality, risk, and compliance requirements. The course focuses on practical application, leadership coordination, and continuous improvement to strengthen project success rates.

Programme Curriculum

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Course Objectives

1. Understand the purpose, structure, and principles of ISO 21500 guidance.
2. Apply standardized project management terminology and concepts.
3. Align projects with organizational strategy and governance frameworks.
4. Manage project life cycles using internationally accepted processes.
5. Strengthen project integration and coordination mechanisms.
6. Improve stakeholder engagement and communication effectiveness.
7. Apply structured approaches to scope, time, and cost management.
8. Identify and manage project risks and uncertainties proactively.
9. Implement quality management practices in project delivery.
10. Enhance resource planning and utilization efficiency.
11. Monitor project performance using key metrics and controls.
12. Support organizational maturity through standardized project practices.
13. Prepare organizations for alignment with other ISO management standards.

Organizational Benefits

- Improved consistency in project delivery across the organization
- Enhanced alignment between projects and strategic objectives
- Increased project success rates and value realization
- Stronger governance and accountability frameworks
- Improved risk identification and mitigation practices
- Better stakeholder coordination and communication
- Optimized use of time, cost, and resources
- Enhanced organizational credibility and professionalism
- Improved integration with quality and risk management systems
- Stronger foundation for project management maturity growth

Target Audiences

- Project managers and project coordinators
- Program and portfolio managers
- PMO professionals and project controllers
- Operations and functional managers
- Quality, risk, and compliance officers
- Consultants and project management trainers
- Engineers and technical team leaders
- Public sector and development project staff

Course Duration: 10 days

Course Modules

Module 1: Introduction to ISO 21500

- Overview of ISO 21500 and its purpose
- Scope and applicability across industries
- Relationship to other project management standards
- Key principles and definitions
- Benefits of adopting ISO 21500 guidance
- Case Study: Applying ISO 21500 in a multi-sector organization

Module 2: Project Environment and Governance

- Understanding organizational context and strategy
- Project sponsorship and governance structures
- Roles and responsibilities in project oversight
- Decision-making and escalation mechanisms
- Governance controls and compliance alignment
- Case Study: Governance challenges in a public sector project

Module 3: Project Life Cycle and Phases

- Defining project phases and transitions
- Initiation, planning, execution, control, and closure
- Phase gates and approval processes
- Managing phase dependencies
- Ensuring continuity across the life cycle
- Case Study: Life cycle misalignment and project delays

Module 4: Integration Management

- Coordinating project processes and activities
- Developing the project management plan
- Managing changes and configuration control
- Balancing competing project constraints
- Maintaining alignment with organizational objectives
- Case Study: Managing change requests in a complex project

Module 5: Stakeholder Management

- Identifying internal and external stakeholders
- Analyzing stakeholder influence and expectations
- Developing engagement and communication strategies
- Managing conflicts and stakeholder risks
- Monitoring stakeholder satisfaction
- Case Study: Stakeholder resistance affecting project outcomes

Module 6: Scope Management

- Defining project objectives and deliverables
- Requirements collection and documentation
- Scope definition and work breakdown structures
- Scope validation and control processes
- Preventing scope creep
- Case Study: Scope expansion in infrastructure projects

Module 7: Resource Management

- Identifying human and physical resource needs
- Resource allocation and scheduling
- Managing team performance and collaboration
- Addressing resource constraints and conflicts
- Optimizing productivity and utilization
- Case Study: Resource shortages in a technology project

Module 8: Time Management

- Activity definition and sequencing
- Estimating durations and dependencies
- Developing realistic project schedules
- Schedule monitoring and control techniques
- Managing delays and recovery actions
- Case Study: Schedule slippage in construction projects

Module 9: Cost Management

- Cost estimation and budgeting principles
- Developing and managing project budgets
- Cost control and variance analysis
- Forecasting and financial reporting
- Managing cost overruns
- Case Study: Budget overruns in capital projects

Module 10: Risk Management

- Identifying project risks and uncertainties
- Qualitative and quantitative risk analysis
- Risk response planning and mitigation
- Monitoring and controlling risks
- Integrating risk management into decision-making
- Case Study: Unmanaged risks leading to project failure

Module 11: Quality Management

- Defining quality requirements and standards
- Quality planning and assurance activities
- Quality control tools and techniques
- Continuous improvement approaches
- Aligning projects with ISO quality principles
- Case Study: Quality failures in service delivery projects

Module 12: Procurement Management

- Procurement planning and sourcing strategies
- Supplier selection and contract types
- Managing vendor performance
- Contract administration and controls
- Ethical and compliant procurement practices
- Case Study: Procurement delays impacting project timelines

Module 13: Communication Management

- Developing communication plans
- Information distribution and reporting
- Managing communication risks
- Using digital tools for project communication
- Ensuring transparency and accountability
- Case Study: Communication breakdown in cross-functional projects

Module 14: Performance Monitoring and Control

- Establishing performance indicators and metrics
- Tracking progress against baselines
- Managing deviations and corrective actions

- Reporting performance to stakeholders
- Supporting informed decision-making
- Case Study: Performance recovery in underperforming projects

Module 15: Project Closure and Organizational Learning

- Formal project closure processes
- Deliverable acceptance and handover
- Financial and contractual closure
- Capturing lessons learned and best practices
- Integrating learning into organizational processes
- Case Study: Post-project evaluation improving future performance

Training Methodology

- Instructor-led presentations and structured discussions
- Practical exercises aligned with ISO 21500 processes
- Group work and scenario-based problem solving
- Real-world case study analysis
- Application of templates and project tools
- Knowledge checks and facilitator-led feedback sessions

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.
f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	04 Dec 2026	Online	$2,000
23 Nov 2026	04 Dec 2026	Physical	$3,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$9,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$12,000

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