Project Planning and Implementation Training Course

Professional Development Training Course Outline

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

Course Introduction

In today’s fast-paced and competitive business landscape, mastering project planning and implementation is essential for delivering results on time, within budget, and to the highest quality standards. Project Planning and Implementation Training Course equips participants with proven project management strategies, cutting-edge planning tools, and execution frameworks that ensure seamless project delivery. Whether managing a small-scale initiative or overseeing complex multi-phase projects, this course provides the skills and confidence to lead effectively and meet strategic objectives.

With a strong focus on risk management, resource allocation, and stakeholder engagement, this training blends theory with hands-on application to guarantee real-world readiness. By the end of the program, participants will have a practical toolkit for project initiation, scheduling, budgeting, quality assurance, and performance monitoring, enabling them to deliver consistent, measurable results in any industry.

Programme Curriculum

Project Planning and Implementation Training Course

Introduction

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Course Objectives

1. Apply project planning methodologies for effective execution.
2. Develop comprehensive project charters and work breakdown structures.
3. Implement risk management strategies to minimize project threats.
4. Allocate resources effectively for maximum productivity.
5. Use modern project management software for tracking progress.
6. Create detailed project schedules using industry best practices.
7. Manage project budgets and control costs.
8. Establish and maintain strong stakeholder communication.
9. Integrate quality control techniques throughout the project lifecycle.
10. Apply change management strategies to adapt to evolving needs.
11. Conduct performance monitoring and reporting for transparency.
12. Lead diverse project teams with strong leadership skills.
13. Execute project closure activities and post-project evaluations.

Target Audience

This course is ideal for:

1. Project Managers
2. Team Leaders and Supervisors
3. Business Analysts
4. Operations Managers
5. Engineers and Technical Leads
6. Entrepreneurs and Start-up Founders
7. Program Coordinators
8. Management Consultants

Course Duration: 5 days

Course Modules

Module 1: Fundamentals of Project Planning

- Understanding the project lifecycle.
- Elements of successful project planning.
- Importance of aligning projects with organizational strategy.
- Key challenges in project planning.
- Overview of project management standards (PMBOK, PRINCE2).
- **Case Study:** Planning a government infrastructure project.

Module 2: Project Initiation and Scope Definition

- Defining project objectives and deliverables.
- Developing a project charter.
- Identifying project stakeholders.
- Scope planning and documentation.
- Avoiding scope creep.
- **Case Study:** Launching a mobile banking platform.

Module 3: Work Breakdown Structures (WBS)

- Purpose and benefits of WBS.
- Steps to create an effective WBS.
- Linking WBS to project schedules.
- WBS in resource allocation.
- WBS as a communication tool.
- **Case Study:** Construction of a commercial office building.

Module 4: Scheduling and Time Management

- Creating project schedules.
- Using Gantt charts and network diagrams.
- Critical Path Method (CPM).
- Time estimation techniques.
- Managing schedule delays.
- **Case Study:** Organizing a large-scale conference.

Module 5: Resource Allocation and Management

- Identifying project resources.
- Balancing workloads.
- Resource leveling techniques.
- Managing resource conflicts.
- Leveraging project management software for resources.
- **Case Study:** Software development team resource allocation.

Module 6: Budgeting and Cost Control

- Estimating project costs.
- Budget development.
- Cost tracking methods.
- Managing cost overruns.
- Financial reporting for projects.
- **Case Study:** Managing costs in a manufacturing project.

Module 7: Risk Management Strategies

- Identifying potential risks.
- Risk assessment tools.
- Developing risk response plans.
- Monitoring and controlling risks.
- Using risk registers.
- **Case Study:** Risk planning in international logistics.

Module 8: Quality Management in Projects

- Defining quality standards.
- Quality assurance vs quality control.
- Tools for quality management.
- Continuous improvement strategies.
- Integrating quality into project plans.
- **Case Study:** Quality management in healthcare projects.

Module 9: Stakeholder Engagement and Communication

- Identifying key stakeholders.
- Communication planning.

- Managing stakeholder expectations.
- Negotiation and conflict resolution.
- Using collaboration tools.
- **Case Study:** Stakeholder management in urban development.

Module 10: Change Management in Projects

- Understanding change drivers.
- Change request processes.
- Impact assessment of changes.
- Communicating changes effectively.
- Gaining stakeholder buy-in.
- **Case Study:** Implementing organizational restructuring.

Module 11: Leadership in Project Teams

- Essential leadership qualities.
- Motivating team members.
- Delegation strategies.
- Managing multicultural teams.
- Conflict resolution techniques.
- **Case Study:** Leading a remote software project team.

Module 12: Performance Monitoring and Reporting

- KPIs for project performance.
- Data collection methods.
- Tracking project progress.
- Variance analysis.
- Reporting to stakeholders.
- **Case Study:** Performance tracking in a marketing campaign.

Module 13: Project Closure and Evaluation

- Closing project activities.
- Deliverable handover.
- Lessons learned documentation.
- Post-project reviews.
- Archiving project documents.
- **Case Study:** Closure of a humanitarian aid project.

Module 14: Tools and Technologies for Project Management

- Overview of project management software.
- Collaboration platforms.
- Time tracking tools.
- Reporting dashboards.
- Cloud-based project solutions.
- **Case Study:** Using Jira and Trello in IT project delivery.

Module 15: Integrating Sustainability in Projects

- Sustainable project planning principles.
- Reducing environmental impact.
- Social responsibility in projects.
- Compliance with sustainability regulations.

- Benefits of sustainable practices.
- **Case Study:** Green construction project implementation.

Training Methodology

- Interactive lectures with multimedia presentations.
- Real-life case study discussions.
- Group exercises and role-playing activities.
- Hands-on software demonstrations.
- Project simulation exercises for practical experience.

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

Start Date	End Date	Location	Price
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

Ready to enroll or request a customized program? Book online or contact us:

Register Online Now

Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com