Training Course on Planning, Organizing and Controlling Projects

Professional Development Training Course Outline

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

Course Introduction

In today’s fast-paced, results-driven business environment, mastering the art of planning, organising, and controlling projects is more critical than ever. Training Course on Planning, Organising & Controlling Projects is designed to equip professionals with real-world project management strategies, enabling them to deliver successful projects on time, within budget, and with quality outcomes. Participants will explore the project lifecycle, effective resource management, risk mitigation, and the application of popular project control techniques used by top-performing companies globally.

The course combines theoretical frameworks with practical applications, ensuring attendees gain actionable skills that improve decision-making, team performance, and strategic alignment. Whether you’re managing small internal initiatives or large-scale strategic programs, this training is tailored to build your capacity in stakeholder engagement, project scheduling, cost control, and agile practices, ensuring organizational efficiency and success.

Programme Curriculum

Training Course on Planning, Organising & Controlling Projects

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or large-scale strategic programs, this training is tailored to build your capacity in stakeholder engagement, project scheduling, cost control, and agile practices, ensuring organizational efficiency and success.

13 Course Objectives

1. Understand the project lifecycle from initiation to closure.
2. Learn to develop strategic project plans aligned with business goals.
3. Master work breakdown structures (WBS) and scheduling techniques.
4. Apply critical path method (CPM) and PERT analysis.
5. Gain expertise in risk assessment and mitigation planning.
6. Explore resource allocation and workload balancing strategies.
7. Monitor progress using project tracking and control tools.
8. Learn how to implement Agile and Scrum principles in projects.
9. Enhance budgeting, cost estimation, and financial oversight.
10. Strengthen team collaboration through leadership and communication.
11. Utilize change management principles for project adaptability.
12. Measure project performance using KPIs and earned value analysis (EVA).
13. Develop proficiency in using project management software tools like MS Project, Asana, and Trello.

Target Audience

1. Project Managers
2. Team Leaders & Supervisors
3. Business Analysts
4. Engineers & Technical Staff
5. Operations Managers
6. HR & Administrative Professionals
7. Entrepreneurs & Start-up Founders
8. Professionals preparing for PMP Certification

Course Duration: 10 days

Course Modules

Module 1: Introduction to Project Management

- Define project vs. operations
- Explore the five process groups
- Overview of the project lifecycle
- Project constraints (scope, time, cost)
- Key roles and responsibilities
- **Case Study**: Building a New IT Infrastructure

Module 2: Project Planning Essentials

- Setting SMART project objectives
- Creating a project charter
- Defining project scope
- Developing a high-level timeline
- Identifying stakeholders
- **Case Study**: Launching a Marketing Campaign

Module 3: Work Breakdown Structure (WBS)

- Purpose and benefits of WBS

- Techniques for decomposition
- WBS Dictionary creation
- Assigning roles and responsibilities
- Visualizing project deliverables
- **Case Study**: Manufacturing a New Product Line

Module 4: Scheduling Techniques

- Gantt chart basics
- Critical Path Method (CPM)
- Program Evaluation and Review Technique (PERT)
- Float and slack time analysis
- Milestone chart tracking
- **Case Study**: Developing a Mobile App

Module 5: Resource Planning & Allocation

- Resource identification
- Capacity planning
- RACI matrix design
- Load leveling
- Optimizing resource usage
- **Case Study**: Multi-departmental Training Rollout

Module 6: Risk Management in Projects

- Risk identification tools
- Risk probability and impact assessment
- Risk response strategies
- Creating a risk register
- Monitoring and controlling risks
- **Case Study**: Event Planning for a Global Conference

Module 7: Budgeting and Cost Control

- Project cost estimation techniques
- Creating a project budget
- Tracking expenses and variances
- Using Earned Value Management (EVM)
- Forecasting project costs
- **Case Study**: Construction Project Over Budget

Module 8: Project Quality Management

- Defining quality standards
- Quality assurance vs. control
- Tools for quality improvement
- Six Sigma principles
- Implementing QA frameworks
- **Case Study**: Product Launch Quality Issues

Module 9: Stakeholder Management

- Identifying key stakeholders
- Stakeholder analysis matrix
- Communication planning

- Managing expectations
- Conflict resolution techniques
- **Case Study**: Healthcare System Implementation

Module 10: Communication Management

- Creating a communication plan
- Using communication tools effectively
- Managing virtual teams
- Stakeholder reporting
- Feedback loops
- **Case Study**: Miscommunication in IT Projects

Module 11: Agile & Scrum in Projects

- Agile principles and mindset
- Scrum roles and ceremonies
- Sprint planning and retrospectives
- Product backlog management
- Agile metrics and KPIs
- **Case Study**: Agile Adoption in a Marketing Team

Module 12: Change Management in Projects

- Understanding change drivers
- Change impact assessment
- Developing a change plan
- Communicating change
- Reinforcing change adoption
- **Case Study**: Digital Transformation in Retail

Module 13: Performance Measurement Tools

- Setting performance indicators
- Using KPIs effectively
- Earned Value Analysis (EVA)
- Dashboards and reporting tools
- Variance analysis
- **Case Study**: Measuring ROI of a CRM System

Module 14: Project Closing and Handover

- Closing checklists
- Lessons learned documentation
- Client sign-off procedures
- Final project reporting
- Post-project review sessions
- **Case Study**: Post-Implementation Review for ERP

Module 15: Project Management Software Tools

- Overview of top tools (MS Project, Asana, Trello)
- Tool selection criteria
- Integration with workflows
- Reporting and dashboards
- User training and adoption

- **Case Study**: Migrating to a New PM Software

Training Methodology

- Instructor-led interactive sessions
- Group activities and role-plays
- Real-life case study discussions
- Hands-on tool demonstrations
- Pre- and post-assessments for skill measurement
- Access to downloadable templates and toolkits

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:

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