Training Course on Total Project Management

Professional Development Training Course Outline

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

Course Introduction

This comprehensive **Total Project Management** training course is designed to equip individuals and organizations with the essential knowledge and skills to effectively manage projects from initiation to closure. In today's dynamic business environment, the ability to deliver projects on time, within budget, and to the required quality standards is crucial for achieving strategic goals and maintaining a competitive edge. This training delves into the core principles and advanced techniques of project management, emphasizing a holistic approach that integrates various aspects such as planning, execution, risk management, stakeholder engagement, and quality assurance. Participants will gain practical insights into industry best practices and learn how to apply them across diverse project types and organizational contexts, ultimately fostering a culture of project success and driving **organizational efficiency**.

The curriculum focuses on providing a robust understanding of the project lifecycle, various project management methodologies (including Agile and Waterfall), and the critical role of effective leadership and communication in achieving project objectives. Through interactive sessions, case studies, and practical exercises, learners will develop proficiency in utilizing key project management tools and techniques. This training aims to empower participants to proactively identify and mitigate risks, manage project teams effectively, navigate complexities, and ensure successful project delivery, leading to significant **business value** and enhanced **project outcomes**. By mastering the principles of total project management, individuals will become valuable assets to their organizations, capable of leading and contributing to successful project endeavors.

Programme Curriculum

Training Course on Total Project Management

Introduction

This comprehensive **Total Project Management** training course is designed to equip individuals and organizations with the essential knowledge and skills to effectively manage projects from

initiation to closure. In today's dynamic business environment, the ability to deliver projects on time, within budget, and to the required quality standards is crucial for achieving strategic goals and maintaining a competitive edge. This training delves into the core principles and advanced techniques of project management, emphasizing a holistic approach that integrates various aspects such as planning, execution, risk management, stakeholder engagement, and quality assurance. Participants will gain practical insights into industry best practices and learn how to apply them across diverse project types and organizational contexts, ultimately fostering a culture of project success and driving **organizational efficiency**.

The curriculum focuses on providing a robust understanding of the project lifecycle, various project management methodologies (including Agile and Waterfall), and the critical role of effective leadership and communication in achieving project objectives. Through interactive sessions, case studies, and practical exercises, learners will develop proficiency in utilizing key project management tools and techniques. This training aims to empower participants to proactively identify and mitigate risks, manage project teams effectively, navigate complexities, and ensure successful project delivery, leading to significant **business value** and enhanced **project outcomes**. By mastering the principles of total project management, individuals will become valuable assets to their organizations, capable of leading and contributing to successful project endeavors.

Course Duration

10 days

Course Objectives

1. Master **project initiation** and develop compelling project charters.
2. Create detailed and effective **project management plans** using industry best practices.
3. Implement robust **scope management** techniques to prevent scope creep.
4. Develop realistic **project schedules** and utilize scheduling tools effectively.
5. Manage **project budgets** and control costs to ensure financial success.
6. Identify, analyze, and mitigate **project risks** proactively.
7. Effectively engage and manage **project stakeholders** to ensure alignment.
8. Apply various **project management methodologies**, including Agile and Waterfall.
9. Lead and motivate **project teams** for optimal performance.
10. Ensure **project quality** through effective quality assurance processes.
11. Utilize **project management software** and tools for efficient project tracking.
12. Implement effective **change management** processes within projects.
13. Learn best practices for **project closure** and lessons learned.

Organizational Benefits

- Improved Project Success Rates
- Enhanced Efficiency and Productivity.
- Better Resource Management.
- Reduced Project Costs
- Improved Stakeholder Satisfaction
- Enhanced Team Collaboration
- Consistent Project Delivery
- Better Risk Management
- Increased Adaptability to Change.
- Enhanced Organizational Learning
- Stronger Competitive Advantage

- Improved Communication.
- Alignment with Strategic Goals.

Target Audience

1. Project Managers and aspiring Project Managers
2. Project Team Members
3. Business Analysts involved in projects
4. Functional Managers overseeing projects
5. Program Managers and Portfolio Managers
6. IT Professionals managing projects
7. Construction Managers
8. Professionals seeking PMP or other project management certifications

Course Outline

Module 1: Introduction to Total Project Management

- Defining projects, programs, and portfolios.
- Understanding the project lifecycle phases.
- Exploring the role and responsibilities of a project manager.
- Identifying key stakeholders in a project.
- Discussing the benefits of effective project management.

Module 2: Project Initiation and Planning

- Developing a compelling business case for a project.
- Creating a detailed project charter.
- Defining project goals, objectives, and deliverables.
- Identifying project constraints and assumptions.
- Establishing project governance and organizational structure.

Module 3: Scope Management

- Collecting and documenting project requirements.
- Creating a Work Breakdown Structure (WBS).
- Defining and controlling the project scope.
- Managing scope changes effectively.
- Ensuring alignment between project scope and objectives.

Module 4: Schedule Management

- Identifying and sequencing project activities.
- Estimating activity durations and resource requirements.
- Developing a realistic project schedule using tools like Gantt charts.
- Identifying the critical path and managing dependencies.
- Monitoring and controlling the project schedule.

Module 5: Cost Management

- Developing a comprehensive project budget.
- Estimating project costs using various techniques.
- Monitoring and controlling project expenditures.
- Managing budget variances and forecasting costs.

- Understanding Earned Value Management (EVM) principles.

Module 6: Risk Management

- Identifying potential project risks and their characteristics.
- Analyzing the likelihood and impact of risks.
- Developing risk response strategies and plans.
- Monitoring and controlling project risks throughout the lifecycle.
- Implementing contingency plans and ???????? options.

Module 7: Stakeholder Management

- Identifying and analyzing project stakeholders.
- Developing a stakeholder engagement plan.
- Managing stakeholder expectations and communication.
- Addressing stakeholder conflicts and issues.
- Building and maintaining strong stakeholder relationships.

Module 8: Project Team Management

- Defining roles and responsibilities within the project team.
- Developing and motivating high-performing project teams.
- Managing team communication and collaboration.
- Addressing team conflicts and performance issues.
- Applying leadership skills in a project environment.

Module 9: Quality Management

- Defining project quality standards and metrics.
- Developing a quality management plan.
- Implementing quality assurance processes.
- Performing quality control and inspections.
- Utilizing quality improvement techniques.

Module 10: Communications Management

- Developing a project communication plan.
- Identifying communication needs of stakeholders.
- Implementing effective communication channels and methods.
- Managing information flow within the project team and with stakeholders.
- Documenting and disseminating project information.

Module 11: Procurement Management

- Planning project procurement activities.
- Conducting vendor selection and contract negotiation.
- Managing relationships with external suppliers.
- Administering contracts and managing procurement risks.
- Closing out procurement agreements.

Module 12: Project Integration Management

- Developing the overall project management plan.
- Coordinating and integrating various project management processes.

- Managing changes across different knowledge areas.
- Ensuring alignment of project components.
- Executing and monitoring the integrated project plan.

Module 13: Agile Project Management

- Understanding the principles and values of Agile.
- Exploring different Agile methodologies (Scrum, Kanban).
- Applying Agile practices in project planning and execution.
- Managing iterations and delivering value incrementally.
- Understanding the roles within an Agile team.

Module 14: Project Management Tools and Techniques

- Utilizing project management software for planning and tracking.
- Applying various project management techniques (e.g., Gantt charts, PERT charts).
- Using collaboration tools for team communication.
- Leveraging data analytics for project performance monitoring.
- Exploring emerging trends in project management technology.

Module 15: Project Closure and Lessons Learned

- Formalizing project closure processes.
- Obtaining stakeholder acceptance of project deliverables.
- Conducting post-project reviews and identifying lessons learned.
- Documenting project outcomes and archiving project information.
- Implementing lessons learned for future projects.

Training Methodology

This training course will utilize a blended learning approach incorporating:

- **Interactive Lectures:** Engaging presentations covering key concepts and principles of total project management.
- **Group Discussions:** Facilitated discussions to encourage peer learning and sharing of experiences.
- **Case Studies:** Real-world scenarios to apply learned concepts and develop problem-solving skills.
- **Practical Exercises:** Hands-on activities to reinforce understanding and build practical skills in project management techniques and tools.
- **Role-Playing:** Simulating project situations to enhance communication and stakeholder management skills.
- **Templates and Tools:** Providing practical templates and introducing relevant project management software.
- **Q&A Sessions:** Dedicated time for participants to ask questions and clarify doubts.
- **Assessments:** Quizzes and assignments to evaluate learning and comprehension.

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

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

Register Online Now

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