

PROJECT MANAGEMENT | COURSE BROCHURE

Project Management Essentials

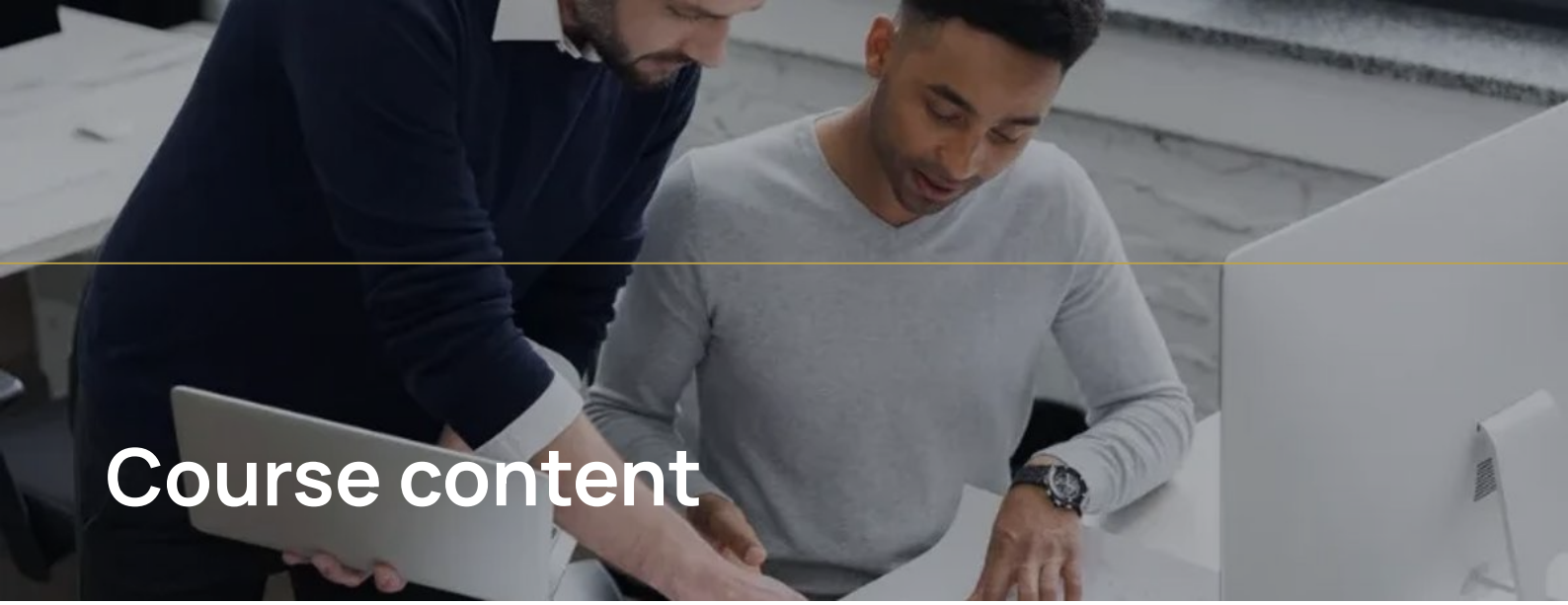
5 days | Classroom training | English

SMART HORIZON

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Course content

Why attend

This course covers the foundational principles of project management, focusing on essential tools, techniques, and methodologies. Participants will develop practical skills to effectively plan, execute, and close projects, ensuring successful outcomes in various professional contexts.

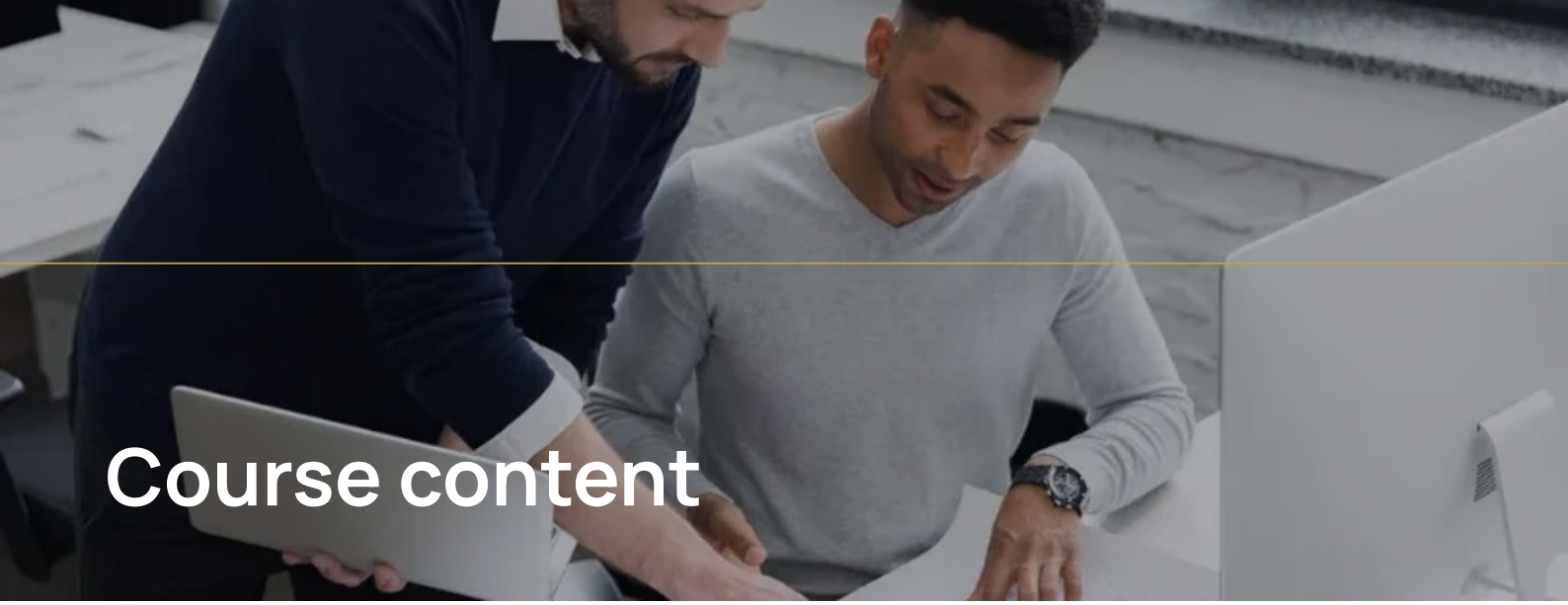
Project management is critical for ensuring that projects are completed on time, within scope, and on budget. Many professionals face challenges in coordinating teams, managing resources, and mitigating risks, which can lead to project failures and increased costs. This course addresses these challenges by equipping participants with essential project management skills and knowledge. Participants will learn to define project objectives, establish timelines, allocate resources effectively, and communicate with stakeholders, which are crucial for successful project delivery. By mastering these skills, they will enhance their ability to lead projects that meet organisational goals and stakeholder expectations, ultimately driving business success.
Participants will engage in hands-on exercises, case studies, and simulations that mirror real-world project scenarios. They will learn to apply project management methodologies, create project plans, and utilise tools for tracking progress. By practising these skills, participants will enhance their ability to make informed decisions, manage project teams, and lead successful projects. Additionally, they will develop capabilities in risk assessment and stakeholder communication, both of which are essential for navigating complex project environments. This course prepares participants not only to manage projects but also to contribute to their organisations' strategic objectives, ensuring alignment with broader business initiatives.

Professional Problems This Course Is Designed to Solve

• Difficulty translating subject knowledge into practical workplace decisions.
• Inconsistent approaches to the activities covered in the course outline.
• Lack of a structured plan for applying and reviewing new skills.

Course methodology

The course employs a blend of interactive workshops, case studies, and group discussions to facilitate learning. Participants will engage in simulations that replicate project management challenges, allowing them to apply theoretical concepts in practical scenarios. Each session will culminate in a group activity where participants will produce project management artefacts, such as project charters and risk management plans, demonstrating their understanding and application of the material. This hands-on approach ensures that participants can translate their learning into real-world applications, reinforcing their ability to manage projects effectively and efficiently. Feedback from peers and instructors will further enhance their learning experience, fostering a collaborative environment for skill development.



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Course objectives

By the end of this course, participants will be able to:
• Define key project management concepts and terminology relevant to project planning and execution.
• Analyse project requirements and stakeholder expectations to develop a project scope statement.
• Design a project schedule using Gantt charts and critical path analysis to optimise resource allocation.
• Assess project risks and develop mitigation strategies to ensure project success.
• Construct a project budget that aligns with project goals and stakeholder expectations.
• Evaluate project performance using key performance indicators (KPIs) to inform decision-making.

Target audience

This course is suitable for:
• Project coordinators seeking to formalise their project management skills.
• Team leaders responsible for managing project teams and deliverables.
• Business analysts involved in project requirements gathering and stakeholder communication.
• Operations managers overseeing project implementation and resource management.

Target competencies

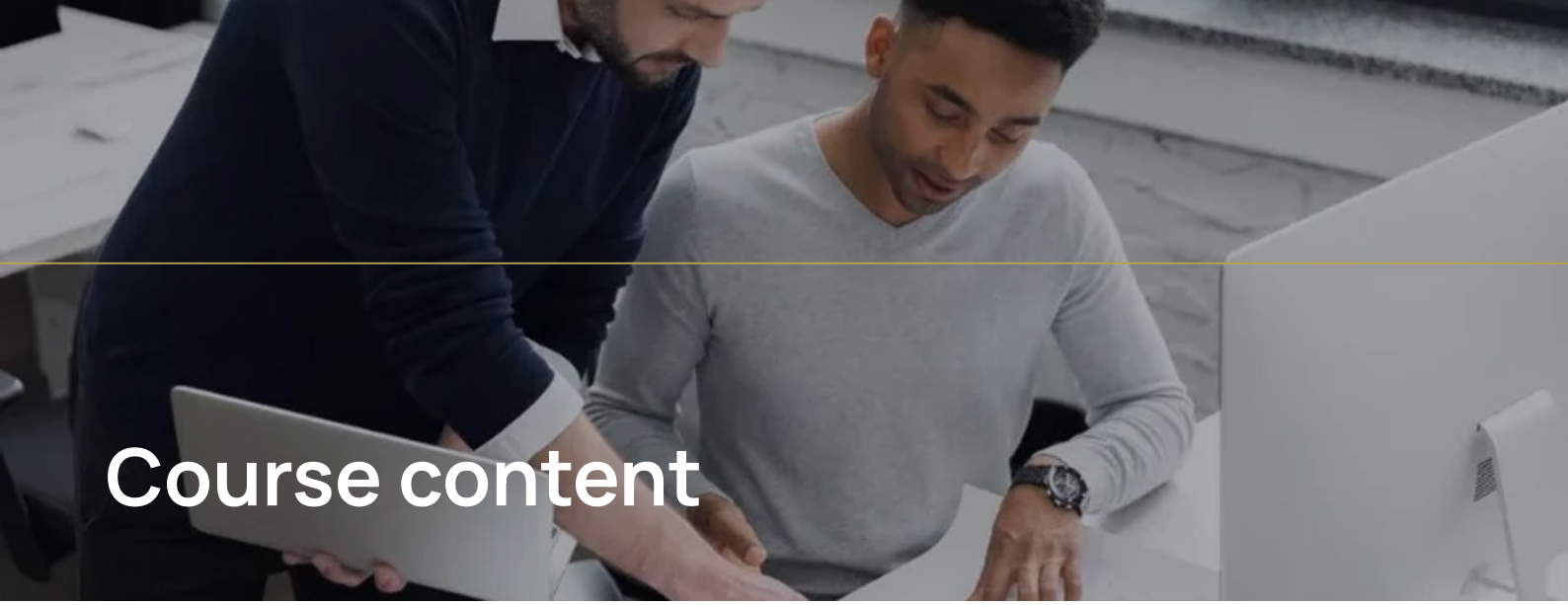
Participants will develop competencies in:
• Developing comprehensive project plans that align with organisational objectives.
• Utilising project management software tools for scheduling and tracking progress.
• Identifying and managing project risks effectively throughout the project lifecycle.
• Facilitating team collaboration and communication to enhance project outcomes.
• Implementing budget management techniques to control project costs.
• Applying performance measurement techniques to assess project success.

Course outline

Day 1: Foundations of Project Management

Applied activity: Participants will create a project charter for a fictional project, identifying objectives, scope, stakeholders, and key deliverables using a structured template. They will present their charters to the group for discussion and feedback, focusing on clarity and alignment with project goals.
Output: A completed project charter document that outlines the project's purpose and key elements.

09:00–09:54	Introduction to project management principles and methodologies, including Agile and Waterfall.
09:54–10:48	Understanding project life cycles and phases, from initiation to closure.



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10:48–11:00	Identifying key roles and responsibilities in project management, including project sponsors and stakeholders.
11:00–11:30	**Coffee break**
11:30–12:12	Identifying key roles and responsibilities in project management, including project sponsors and stakeholders. (continued)
12:12–13:06	Exploring the importance of stakeholder engagement and communication strategies.
13:06–14:00	Reviewing project management standards and frameworks, such as PMBOK and PRINCE2.

Day 2: Defining Project Scope and Requirements

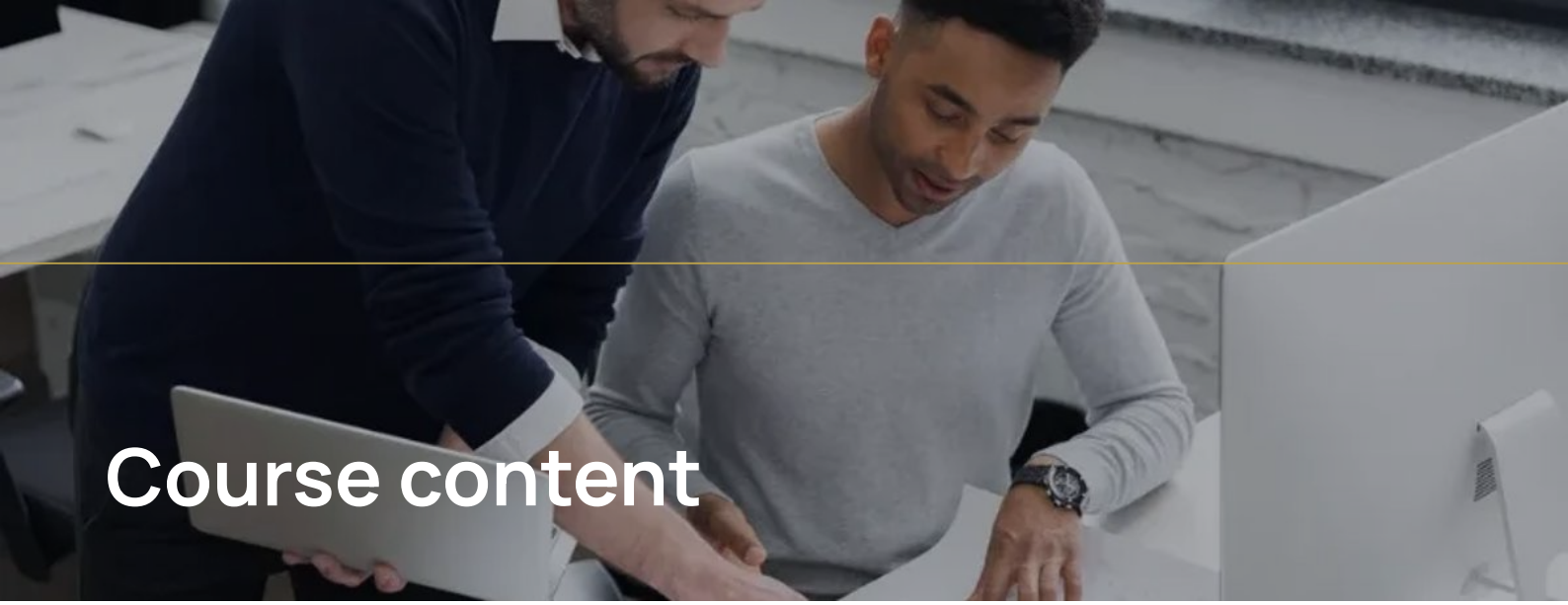
Applied activity: In groups, participants will define the scope for a fictional project, including requirements and constraints, and present their findings to the class for feedback and discussion. They will use a structured approach to ensure all aspects of the scope are covered comprehensively.
Output: A detailed scope statement and WBS that outlines project tasks and deliverables.

09:00–09:54	Techniques for gathering project requirements from stakeholders, including interviews and surveys.
09:54–10:48	Creating a scope statement and defining project boundaries to prevent scope creep.
10:48–11:00	Utilising tools for scope management and change control, such as scope change request forms.
11:00–11:30	**Coffee break**
11:30–12:12	Utilising tools for scope management and change control, such as scope change request forms. (continued)
12:12–13:06	Identifying and documenting project assumptions and constraints to clarify expectations.
13:06–14:00	Developing a work breakdown structure (WBS) for project tasks to enhance clarity and organisation.

Day 3: Scheduling and Resource Management

Applied activity: Participants will develop a project schedule for their defined project using Gantt charts, identifying critical paths and resource allocations. They will simulate potential scheduling conflicts and propose solutions to ensure project timelines are met.
Output: A project schedule with Gantt chart representation and critical path analysis.

09:00–09:54	Creating project schedules using Gantt charts and network diagrams to visualise timelines.
09:54–10:48	Understanding resource allocation and management techniques to optimise team performance.
10:48–11:00	Identifying dependencies and critical paths in project scheduling to ensure timely delivery.



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11:00–11:30	**Coffee break**
11:30–12:12	Identifying dependencies and critical paths in project scheduling to ensure timely delivery. (continued)
12:12–13:06	Utilising project management software for scheduling tasks and tracking progress effectively.
13:06–14:00	Monitoring and adjusting schedules based on project progress and team feedback.

Day 4: Risk Management in Projects

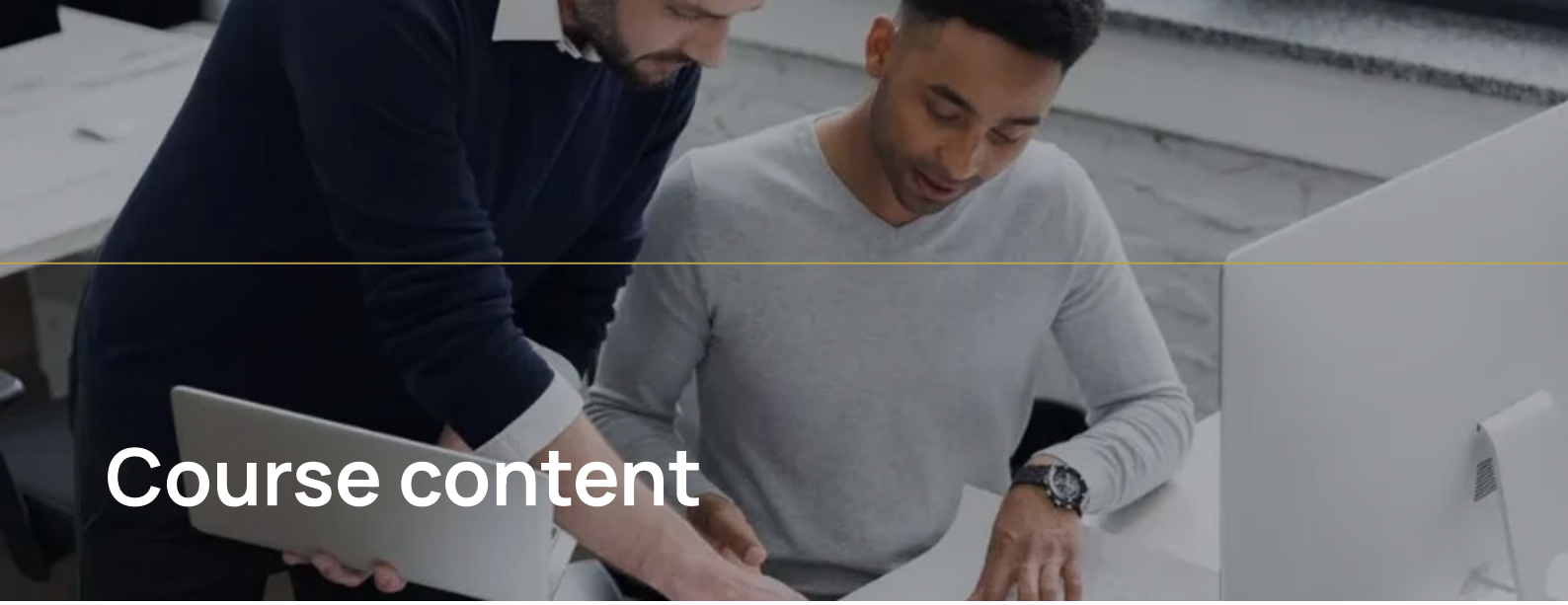
Applied activity: Participants will conduct a risk assessment for their project, identifying risks and proposing mitigation strategies. They will work in teams to create a risk register and present their findings to the class for peer review and discussion.
Output: A comprehensive risk management plan that includes identified risks and mitigation strategies.

09:00–09:54	Identifying potential project risks and their impacts through brainstorming and analysis.
09:54–10:48	Developing a risk management plan and mitigation strategies to address identified risks.
10:48–11:00	Utilising qualitative and quantitative risk analysis techniques to prioritise risks effectively.
11:00–11:30	**Coffee break**
11:30–12:12	Utilising qualitative and quantitative risk analysis techniques to prioritise risks effectively. (continued)
12:12–13:06	Implementing risk monitoring and control measures throughout the project lifecycle.
13:06–14:00	Reviewing case studies of successful risk management in projects to extract best practices.

Day 5: Project Performance and Closure

Applied activity: Participants will evaluate the performance of their project using KPIs and prepare a project closure report. They will include lessons learned and recommendations for future projects, presenting their findings to the group for feedback.
Output: A project closure report summarising performance metrics and lessons learned.

09:00–09:54	Establishing key performance indicators (KPIs) for project success and stakeholder satisfaction.
09:54–10:48	Techniques for monitoring and reporting project performance to stakeholders effectively.
10:48–11:00	Conducting project reviews and lessons learned sessions to improve future projects.
11:00–11:30	**Coffee break**



Course content

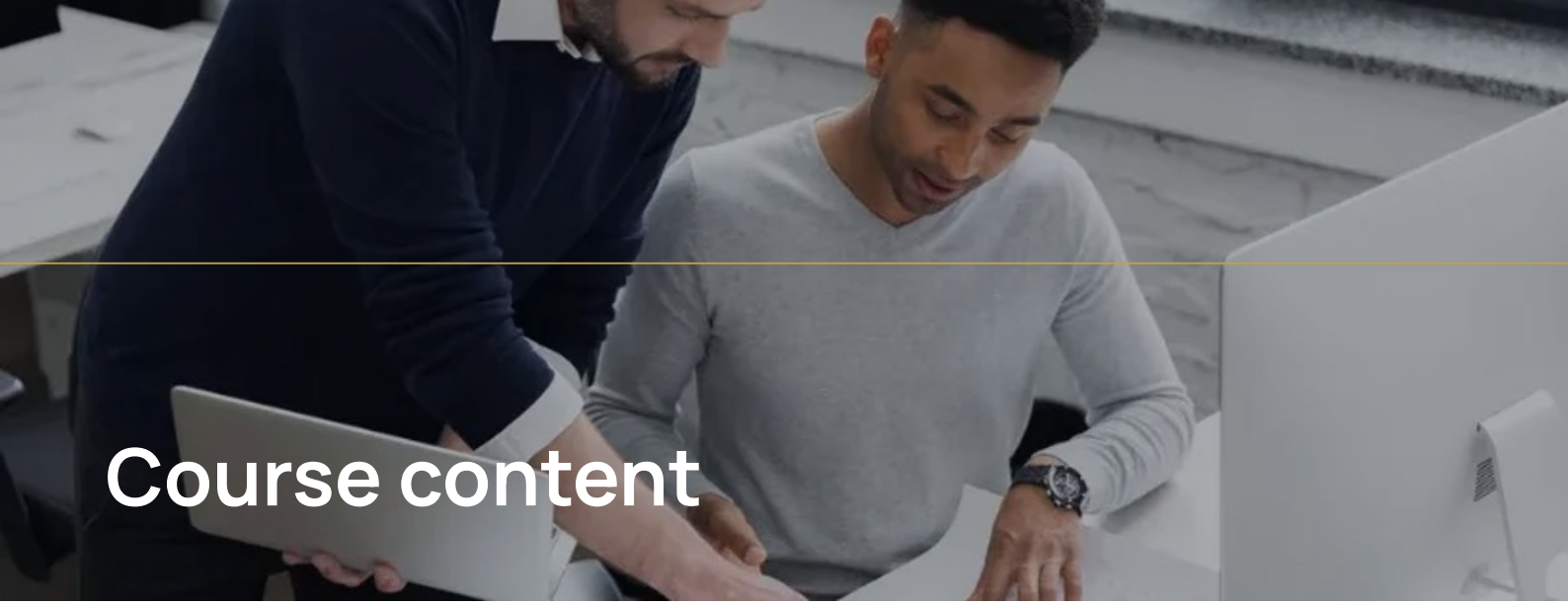
11:30–12:12	Conducting project reviews and lessons learned sessions to improve future projects. (continued)
12:12–13:06	Implementing project closure processes and documentation to formalise project completion.
13:06–14:00	Celebrating project success and recognising team contributions to enhance morale.

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.

Dates, venues and fees

Current published course plans. Fees are per participant in EUR, excluding unconfirmed taxes.

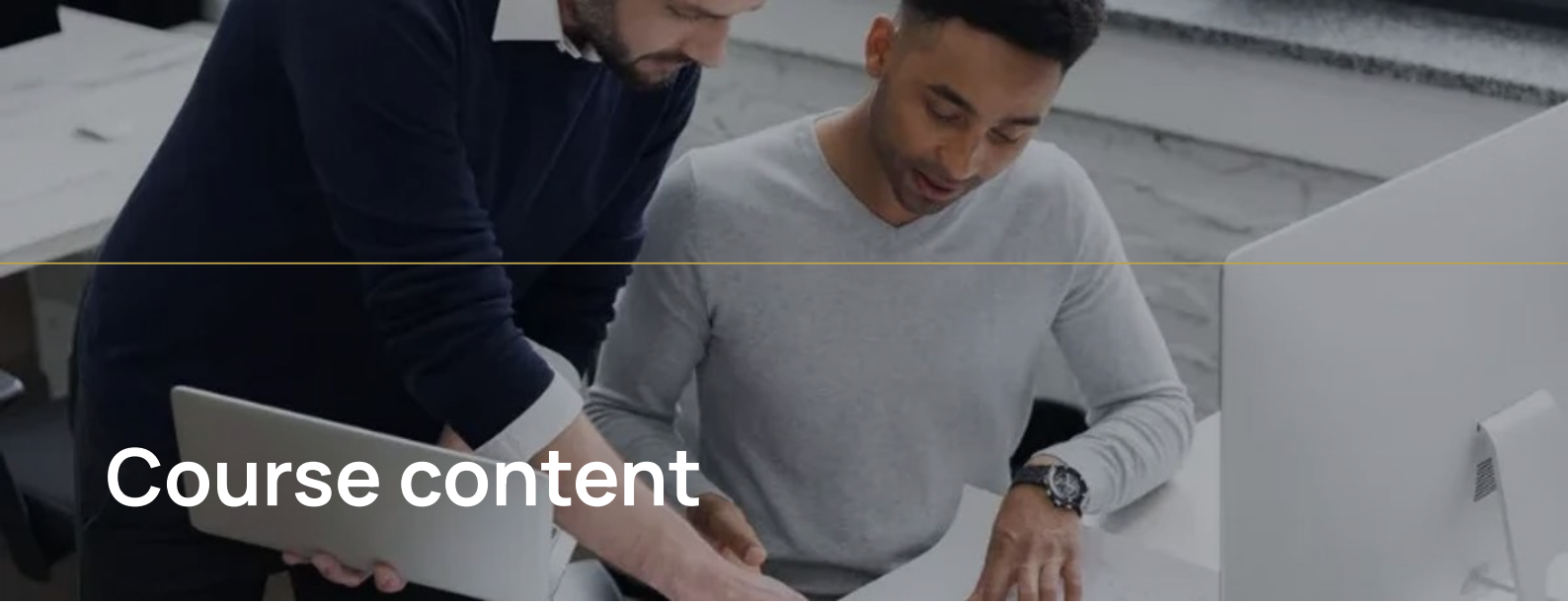
Venue	Start date	End date	Fee (EUR)
Dubai Confirmed dates	16 Nov 2026	20 Nov 2026	**€3,150.-**
Online Confirmed dates	16 Nov 2026	20 Nov 2026	**€1,250.-**
Frankfurt Confirmed dates	7 Dec 2026	11 Dec 2026	**€2,650.-**
Online Confirmed dates	7 Dec 2026	11 Dec 2026	**€1,250.-**
Kuala Lumpur Confirmed dates	14 Dec 2026	18 Dec 2026	**€1,450.-**
Online Confirmed dates	14 Dec 2026	18 Dec 2026	**€1,250.-**
Paris Confirmed dates	4 Jan 2027	8 Jan 2027	**€2,860.-**



Course content

Dates, venues and fees (continued)

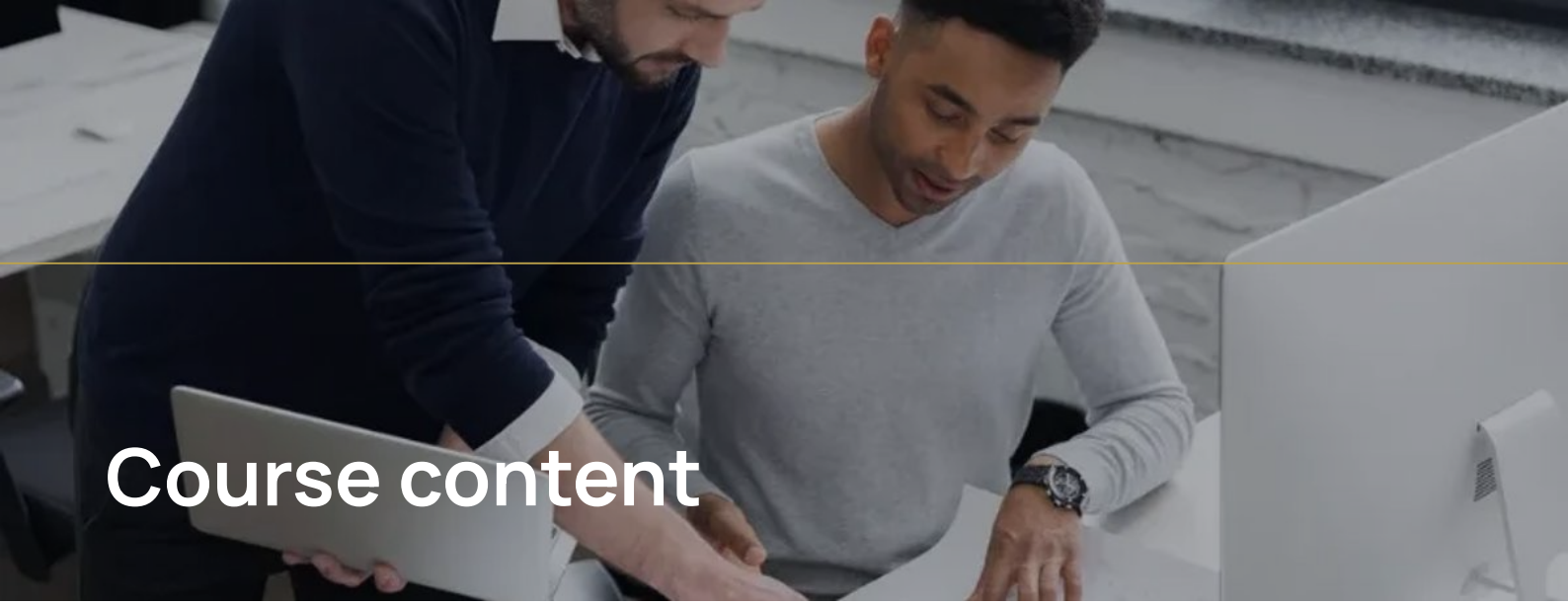
Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	4 Jan 2027	8 Jan 2027	**€1,250.-**
Vienna Confirmed dates	11 Jan 2027	15 Jan 2027	**€2,940.-**
Online Confirmed dates	11 Jan 2027	15 Jan 2027	**€1,250.-**
Istanbul Confirmed dates	18 Jan 2027	22 Jan 2027	**€2,650.-**
Online Confirmed dates	18 Jan 2027	22 Jan 2027	**€1,250.-**
Amsterdam Confirmed dates	1 Feb 2027	5 Feb 2027	**€2,540.-**
Online Confirmed dates	1 Feb 2027	5 Feb 2027	**€1,250.-**
Singapore Confirmed dates	15 Feb 2027	19 Feb 2027	**€2,820.-**
Online Confirmed dates	15 Feb 2027	19 Feb 2027	**€1,250.-**



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Dates, venues and fees (continued)

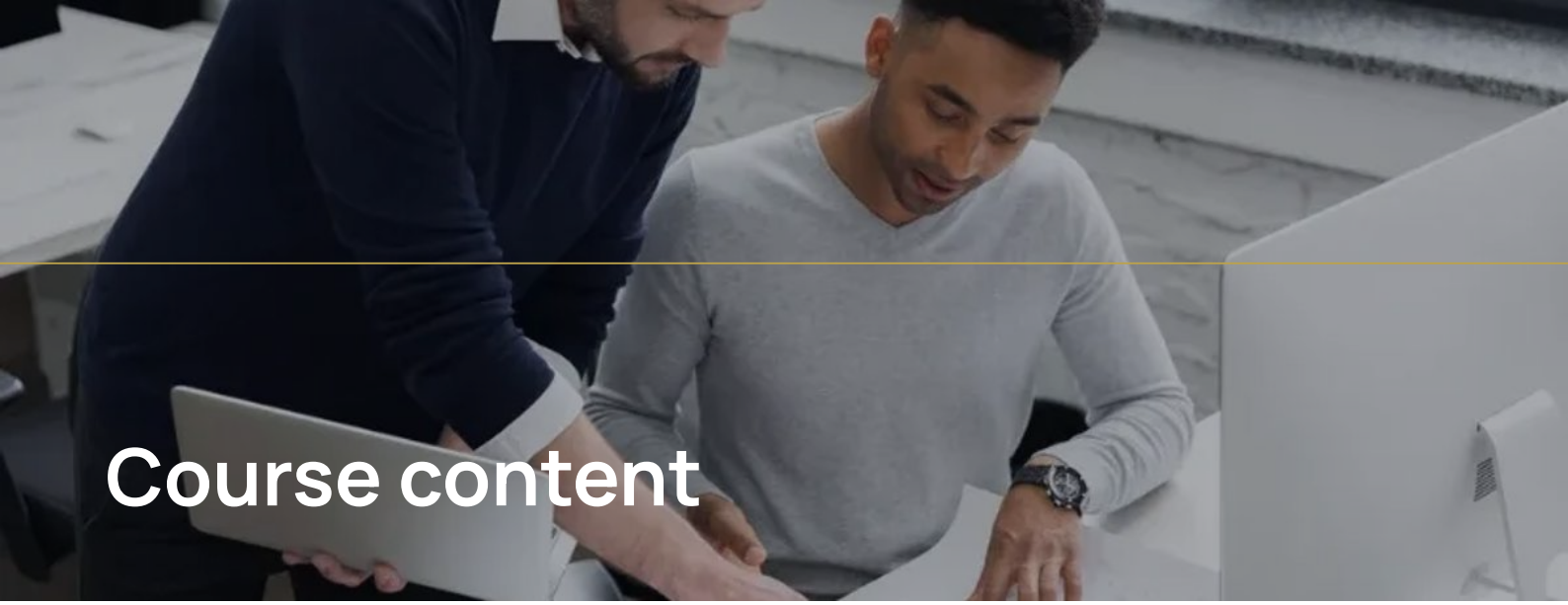
Venue	Start date	End date	Fee (EUR)
London Confirmed dates	1 Mar 2027	5 Mar 2027	**€2,450.-**
Online Confirmed dates	1 Mar 2027	5 Mar 2027	**€1,250.-**
Dubai Confirmed dates	15 Mar 2027	19 Mar 2027	**€3,150.-**
Online Confirmed dates	15 Mar 2027	19 Mar 2027	**€1,250.-**
Cape Town Confirmed dates	22 Mar 2027	26 Mar 2027	**€1,890.-**
Online Confirmed dates	22 Mar 2027	26 Mar 2027	**€1,250.-**
Frankfurt Confirmed dates	5 Apr 2027	9 Apr 2027	**€2,650.-**
Online Confirmed dates	5 Apr 2027	9 Apr 2027	**€1,250.-**
Kuala Lumpur Confirmed dates	19 Apr 2027	23 Apr 2027	**€1,450.-**



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Dates, venues and fees (continued)

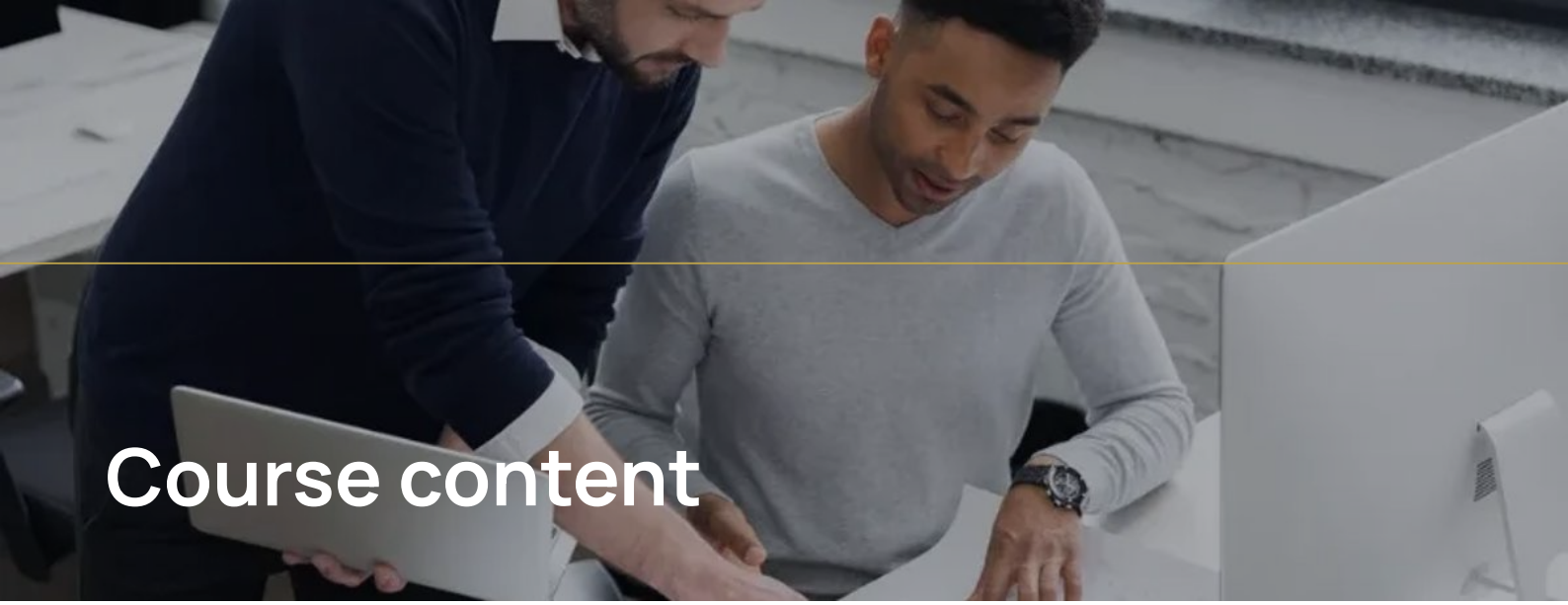
Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	19 Apr 2027	23 Apr 2027	**€1,250.-**
Paris Confirmed dates	3 May 2027	7 May 2027	**€2,860.-**
Online Confirmed dates	3 May 2027	7 May 2027	**€1,250.-**
Istanbul Confirmed dates	17 May 2027	21 May 2027	**€2,650.-**
Online Confirmed dates	17 May 2027	21 May 2027	**€1,250.-**
Barcelona Confirmed dates	24 May 2027	28 May 2027	**€2,840.-**
Online Confirmed dates	24 May 2027	28 May 2027	**€1,250.-**
Amsterdam Confirmed dates	7 Jun 2027	11 Jun 2027	**€2,540.-**
Online Confirmed dates	7 Jun 2027	11 Jun 2027	**€1,250.-**



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Dates, venues and fees (continued)

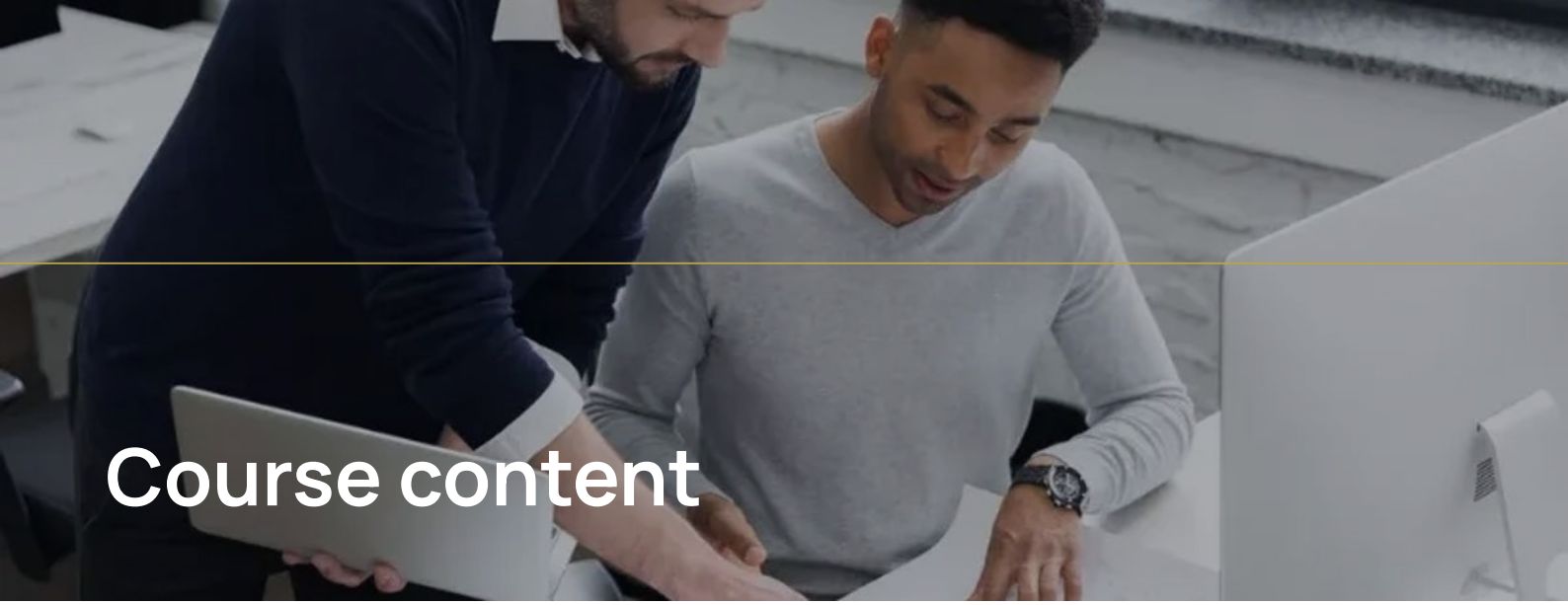
Venue	Start date	End date	Fee (EUR)
Singapore Confirmed dates	21 Jun 2027	25 Jun 2027	**€2,820.-**
Online Confirmed dates	21 Jun 2027	25 Jun 2027	**€1,250.-**
London Confirmed dates	5 Jul 2027	9 Jul 2027	**€2,450.-**
Online Confirmed dates	5 Jul 2027	9 Jul 2027	**€1,250.-**
Rome Confirmed dates	12 Jul 2027	16 Jul 2027	**€2,450.-**
Online Confirmed dates	12 Jul 2027	16 Jul 2027	**€1,250.-**
Dubai Confirmed dates	19 Jul 2027	23 Jul 2027	**€3,150.-**
Online Confirmed dates	19 Jul 2027	23 Jul 2027	**€1,250.-**
Frankfurt Confirmed dates	2 Aug 2027	6 Aug 2027	**€2,650.-**



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Dates, venues and fees (continued)

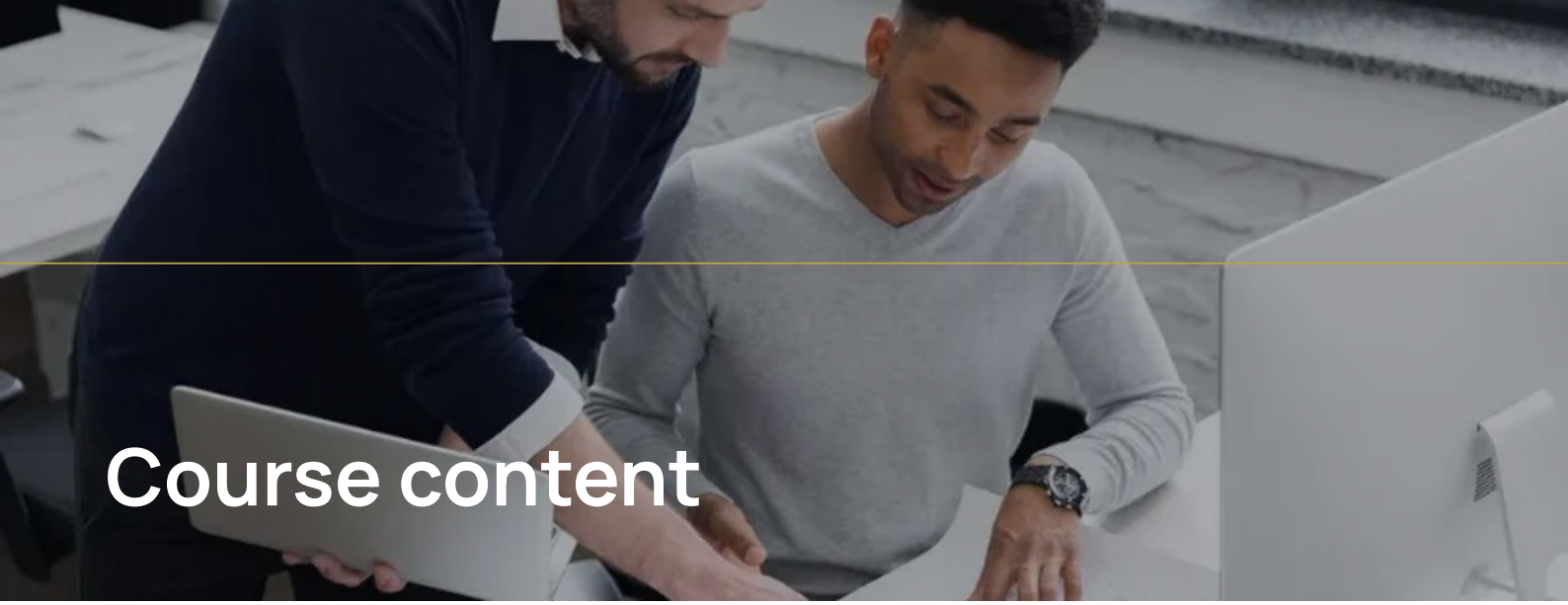
Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	2 Aug 2027	6 Aug 2027	**€1,250.-**
Kuala Lumpur Confirmed dates	16 Aug 2027	20 Aug 2027	**€1,450.-**
Online Confirmed dates	16 Aug 2027	20 Aug 2027	**€1,250.-**
Paris Confirmed dates	6 Sept 2027	10 Sept 2027	**€2,860.-**
Online Confirmed dates	6 Sept 2027	10 Sept 2027	**€1,250.-**
Rome Confirmed dates	13 Sept 2027	17 Sept 2027	**€2,450.-**
Online Confirmed dates	13 Sept 2027	17 Sept 2027	**€1,250.-**
Istanbul Confirmed dates	20 Sept 2027	24 Sept 2027	**€2,650.-**
Online Confirmed dates	20 Sept 2027	24 Sept 2027	**€1,250.-**



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Dates, venues and fees (continued)

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Amsterdam Confirmed dates	4 Oct 2027	8 Oct 2027	**€2,540.-**
Online Confirmed dates	4 Oct 2027	8 Oct 2027	**€1,250.-**
Singapore Confirmed dates	18 Oct 2027	22 Oct 2027	**€2,820.-**
Online Confirmed dates	18 Oct 2027	22 Oct 2027	**€1,250.-**
London Confirmed dates	1 Nov 2027	5 Nov 2027	**€2,450.-**
Online Confirmed dates	1 Nov 2027	5 Nov 2027	**€1,250.-**
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Online Confirmed dates	15 Nov 2027	19 Nov 2027	**€1,250.-**
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Dates, venues and fees (continued)

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Frankfurt Confirmed dates	6 Dec 2027	10 Dec 2027	**€2,650.-**
Online Confirmed dates	6 Dec 2027	10 Dec 2027	**€1,250.-**
Kuala Lumpur Confirmed dates	13 Dec 2027	17 Dec 2027	**€1,450.-**
Online Confirmed dates	13 Dec 2027	17 Dec 2027	**€1,250.-**

Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

Contact Smart Horizon

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