ESSENTIALS OF PROJECT MANAGEMENT SKILLS



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Introduction

Essentials of Project Management Skills examines the practical capabilities a person needs to contribute to projects from the first week. This Training Course covers the project life cycle, planning tools, team working, communication, and progress tracking. Participants study the PMBOK Guide performance domains, project charters and stakeholder registers, work breakdown structures, Gantt charts and critical path basics, RACI responsibility assignment, risk registers and probability-impact analysis, communication plans and status reporting, quality and acceptance criteria basics, change control fundamentals, earned value basics with SPI and CPI, and team development and conflict handling. Furthermore, the programme connects skills to practice through charter-building labs, schedule reading workshops, and team simulation exercises. As a result, delegates leave able to support and run small projects with a shared, standard method.

Essentials of Project Management Skills Course Objectives

- Define project, programme, and portfolio and their differences.
- Apply the PMBOK Guide performance domains to everyday project work.
- Build a project charter and stakeholder register.
- Create work breakdown structures and activity lists.
- Read Gantt charts and identify the critical path.
- Apply RACI to clarify roles and responsibilities.
- Build risk registers and apply probability-impact analysis.
- Prepare communication plans and status reports.
- Apply change control and quality acceptance basics.
- Work effectively in teams and handle everyday conflict.

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Course Methodology

- Interactive workshops using simple, realistic project cases.
- Charter building and stakeholder mapping labs.
- Work breakdown structure and schedule reading exercises.
- Risk, communication, and RACI practice workshops.
- Team simulation and progress reporting exercises.
- Action planning that converts each session into a workplace commitment.

Who Should Take This Course

- New project team members.
- Project coordinators and assistants.
- Technical specialists joining project teams.
- Graduates entering project-based work.
- Functional staff contributing to projects.
- Team leaders taking on delivery responsibility.
- Staff moving into project support roles.

Essentials of Project Management Skills Course Outlines

Day 1: Project Foundations

- Project, programme, and portfolio defined and differentiated.
- The project life cycle: initiation to closure.
- The PMBOK Guide performance domains in plain terms.

- Project constraints: scope, time, cost, quality, risk.
- Stakeholders and their expectations.
- Common failures: unclear objectives, no owner, no baseline.
- Building the project foundation pack.

Day 2: Planning Tools and Documentation

- Project charters and business case basics.
- Stakeholder registers and engagement planning.
- Work breakdown structures and activity definition.
- Gantt charts and critical path basics.
- Milestones and acceptance criteria.
- Document control and version management basics.
- Building the planning tools pack.

Day 3: Roles, Communication, and Teamwork

- RACI responsibility assignment and role clarity.
- Team development stages and working agreements.
- Communication plans and information flow.
- Meetings that end in decisions and actions.
- Status reports and progress updates.
- Giving and receiving feedback in project teams.
- Building the roles and communication pack.

Day 4: Risk, Quality, and Change Basics

- Risk identification and risk register construction.

- Probability and impact matrices.
- Risk responses: avoid, transfer, mitigate, accept.
- Quality planning, acceptance criteria, and inspection basics.
- Change requests, evaluation, and approval basics.
- Issue logs and escalation paths.
- Building the risk, quality, and change pack.

Day 5: Progress Tracking and Delivery Discipline

- Progress measurement and physical percent complete basics.
- Earned value basics: planned value, SPI, and CPI.
- Variance and delay flagging.
- Corrective action and follow-up discipline.
- Project closure, handover, and lessons learned.
- Preventing errors: optimistic estimates and unreported issues.
- Personal action plan and continuous improvement.

Conclusion

By successfully completing Essentials of Project Management Skills, participants will have acquired a practical command of the project life cycle, charter and stakeholder practice, work breakdown and scheduling basics, RACI clarity, risk and change fundamentals, and progress tracking. They will know how to build a simple charter, structure work into manageable parts, and report progress against a baseline rather than describing activity. In addition, the course prepares delegates to work effectively in project teams and to raise issues early. As a result, they return to work ready to contribute to projects with a shared, standard method. Gentex Training Center delivers this Training Course with a practical, standards-based approach.

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FAQs for the Essentials of Project Management Skills course

Q1 What is the "Essentials of Project Management Skills" course about?

It is a five-day programme on the practical capabilities a person needs to contribute to projects from the first week. It covers the project life cycle, project charters and stakeholder registers, work breakdown structures, Gantt charts and critical path basics, RACI, risk registers, communication plans and status reports, change control, and earned value basics.

Q2 What are the key benefits of the "Essentials of Project Management Skills" course?

Participants gain the ability to build a simple charter, structure work into manageable parts, and report progress against a baseline rather than describing activity. They also learn to work effectively in project teams and to raise issues early rather than hiding them.

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Q3 What skills will I gain from the "Essentials of Project Management Skills" course?

Project foundations with PMBOK performance domain application, project, programme and portfolio distinction, and constraint identification, planning work with project charter construction, business case basics, stakeholder register building, work breakdown structure creation, activity definition, Gantt chart reading, critical path basics, milestone definition, and acceptance criteria setting, and team, risk and control work with RACI application, team development stage assessment, working agreement design, communication plan construction, status report preparation, feedback practice, risk identification, risk register construction, probability-impact analysis, risk response design, quality planning and inspection basics, change request handling, issue log maintenance, escalation path design, progress measurement, earned value basics across planned value, SPI and CPI, variance flagging, corrective action follow-up, project closure practice, and lessons learned capture.

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Q4 What tools, methods, or standards are covered in the "Essentials of Project Management Skills" course?

The course covers project, programme and portfolio defined and differentiated, the project life cycle from initiation to closure, the PMBOK Guide performance domains in plain terms, project constraints across scope, time, cost, quality and risk, stakeholders and their expectations, common failures across unclear objectives, no owner and no baseline, project charters and business case basics, stakeholder registers and engagement planning, work breakdown structures and activity definition, Gantt charts and critical path basics, milestones and acceptance criteria, document control and version management basics, RACI responsibility assignment and role clarity, team development stages and working agreements, communication plans and information flow, meetings that end in decisions and actions, status reports and progress updates, giving and receiving feedback in project teams, risk identification and risk register construction, probability and impact matrices, risk responses across avoid, transfer, mitigate and accept, quality planning, acceptance criteria and inspection basics, change requests, evaluation and approval basics, issue logs and escalation paths, progress measurement and physical percent complete basics, earned value basics across planned value, SPI and CPI, variance and delay flagging, corrective action and follow-up discipline, project closure, handover and lessons learned, and preventing errors across optimistic estimates and unreported issues.

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Q5 How is the "Essentials of Project Management Skills" course applied in real-world practice?

Delegates apply it through project charters, business cases, stakeholder registers, engagement plans, scope statements, work breakdown structures, activity lists, Gantt charts, critical path extracts, milestone registers, acceptance criteria sheets, document control registers, version logs, RACI charts, team charters, working agreements, communication plans, meeting agendas, minutes, action logs, status reports, progress updates, feedback notes, risk registers, probability-impact matrices, risk response plans, quality plans, inspection checklists, change request forms, change logs, issue logs, escalation matrices, progress measurement records, physical percent complete records, earned value reports, planned value registers, SPI and CPI calculations, variance reports, delay notices, corrective action plans, follow-up registers, closure reports, handover records, lessons learned registers, and personal development plans. They also use them to support project managers and to run small projects of their own.