FUNDAMENTALS OF PROJECT MANAGEMENT



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Introduction

Fundamentals of Project Management examines the standard method every project needs before tools and templates can help. This Training Course covers the project life cycle, planning foundations, team and stakeholder working, risk and change, and progress control. Participants study the PMBOK Guide performance domains and process groups, PRINCE2 principles, project charters and business cases, work breakdown structures and Gantt charts, the critical path method, RACI responsibility assignment, risk registers and probability-impact analysis, communication plans and status reporting, quality planning and acceptance criteria, change control basics, earned value basics with SPI and CPI, and project closure and lessons learned. Furthermore, the programme connects method to practice through charter labs, schedule building workshops, and progress review simulations. As a result, delegates leave able to run small projects and to support larger ones with a shared, standard method.

Fundamentals of Project Management Course Objectives

- Define what a project is and how it differs from operations.
- Apply the PMBOK Guide performance domains across the life cycle.
- Apply PRINCE2 principles to project governance basics.
- Build a project charter, business case, and stakeholder register.
- Create work breakdown structures and activity lists.
- Build and read Gantt charts and identify the critical path.
- Apply RACI to clarify roles, responsibilities, and accountability.
- Build risk registers and apply probability-impact analysis.
- Prepare communication plans, status reports, and change control.
- Measure progress against a baseline and close projects properly.

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Course Methodology

- Interactive workshops using realistic project cases.
- Charter, business case, and stakeholder mapping labs.
- Work breakdown structure and schedule building exercises.
- Risk, RACI, and communication planning workshops.
- Progress review and closure simulations.
- Action planning that converts each session into a workplace commitment.

Who Should Take This Course

- New and aspiring project managers.
- Project coordinators and administrators.
- Team members moving into delivery roles.
- PMO support staff and project assistants.
- Technical specialists leading small projects.
- Functional managers with project duties.
- Graduates entering project-based work.

Fundamentals of Project Management Course Outlines

Day 1: Projects, Life Cycle, and Governance

- Project, programme, and portfolio defined and differentiated.
- Project versus operations and business-as-usual work.
- The project life cycle: initiation, planning, execution, closure.
- The PMBOK Guide performance domains and process groups.

- PRINCE2 principles for governance basics.
- Roles: sponsor, project manager, team, stakeholders.
- Building the project foundation pack.

Day 2: Initiation and Planning Foundations

- Project charters and business cases.
- Stakeholder identification, analysis, and registers.
- Scope definition and requirements basics.
- Work breakdown structures and activity definition.
- Milestone definition and acceptance criteria.
- Assumptions, constraints, and exclusions discipline.
- Building the initiation pack.

Day 3: Schedule, Cost, and Resource Planning

- Duration estimating and sequencing basics.
- Gantt charts and network logic.
- The critical path method and float interpretation.
- Resource planning, levelling, and availability checks.
- Cost estimating and budget baseline construction.
- RACI responsibility assignment and interface management.
- Building the planning pack.

Day 4: Risk, Quality, Communication, and Change

- Risk identification, analysis, and response planning.
- Risk registers and probability-impact matrices.

- Quality planning, acceptance criteria, and inspection basics.
- Communication plans and status report design.
- Change control, requests, and approval thresholds.
- Issue logs and escalation paths.
- Building the risk and control pack.

Day 5: Execution, Monitoring, and Closure

- Progress measurement and physical percent complete basics.
- Earned value basics: planned value, SPI, and CPI.
- Variance analysis and corrective action.
- Configuration management and document control basics.
- Project closure, handover, and operational readiness.
- Lessons learned capture and knowledge retention.
- Personal action plan and continuous improvement.

Conclusion

By successfully completing Fundamentals of Project Management, participants will have acquired a practical command of the project life cycle, initiation and planning, scheduling and cost baselining, risk and quality control, communication, and closure. They will know how to write a charter that defines success, structure work into manageable packages, and track progress against a baseline rather than describing activity. In addition, the course prepares delegates to close projects properly and to retain the lessons they produce. As a result, they return to work ready to run small projects and support larger ones with a shared method. Gentex Training Center delivers this Training Course with a practical, standards-based approach.

LEARN BOLD. **LEAD BEYOND**
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FAQs for the Fundamentals of Project Management course

Q1 What is the "Fundamentals of Project Management" course about?

It is a five-day programme on the standard method every project needs before tools and templates can help. It covers the project life cycle, the PMBOK Guide performance domains, PRINCE2 principles, project charters, work breakdown structures and Gantt charts, critical path analysis, RACI, risk registers, communication plans, change control, and project closure.

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

Participants gain the ability to write a charter that defines success, structure work into manageable packages, and track progress against a baseline rather than describing activity. They also learn to close projects properly and retain the lessons they produce.

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

Project foundations with PMBOK performance domain and process group application, PRINCE2 principle use, project versus operations distinction, and role definition, initiation and planning work with project charter construction, business case development, stakeholder register building, scope definition, work breakdown structure creation, activity definition, milestone setting, and acceptance criteria definition, and planning and control work with duration estimating, sequencing, Gantt chart construction, network logic, critical path analysis, float interpretation, resource planning and levelling, cost estimating, budget baselining, RACI application, risk identification, risk register construction, probability-impact analysis, risk response design, quality planning, communication plan design, status report construction, change control, issue log maintenance, escalation path design, progress measurement, earned value basics across planned value, SPI and CPI, variance analysis, corrective action design, configuration management, document control, project closure, handover, and lessons learned capture.

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

The course covers project, programme and portfolio defined and differentiated, project versus operations and business-as-usual work, the project life cycle across initiation, planning, execution and closure, the PMBOK Guide performance domains and process groups, PRINCE2 principles for governance basics, roles across sponsor, project manager, team and stakeholders, project charters and business cases, stakeholder identification, analysis and registers, scope definition and requirements basics, work breakdown structures and activity definition, milestone definition and acceptance criteria, assumptions, constraints and exclusions discipline, duration estimating and sequencing basics, Gantt charts and network logic, the critical path method and float interpretation, resource planning, levelling and availability checks, cost estimating and budget baseline construction, RACI responsibility assignment and interface management, risk identification, analysis and response planning, risk registers and probability-impact matrices, quality planning, acceptance criteria and inspection basics, communication plans and status report design, change control, requests and approval thresholds, issue logs and escalation paths, progress measurement and physical percent complete basics, earned value basics across planned value, SPI and CPI, variance analysis and corrective action, configuration management and document control basics, project closure, handover and operational readiness, and lessons learned capture and knowledge retention.

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

Delegates apply it through project foundation packs, project charters, business cases, stakeholder registers, stakeholder analyses, scope statements, requirements lists, work breakdown structures, activity lists, milestone registers, acceptance criteria sheets, assumption registers, constraint logs, exclusion lists, duration estimates, sequence plans, network diagrams, Gantt charts, critical path analyses, float reports, resource plans, resource histograms, levelling reports, availability checks, cost estimates, budget baselines, RACI charts, interface registers, risk registers, probability-impact matrices, risk response plans, quality plans, inspection checklists, communication plans, status reports, change request forms, change logs, approval records, issue logs, escalation matrices, progress measurement records, physical percent complete records, earned value reports, planned value registers, SPI and CPI calculations, variance reports, corrective action plans, configuration records, document control registers, closure reports, handover certificates, operational readiness assessments, lessons learned registers, and knowledge retention records. They also use them to run small projects of their own and to support project managers on larger delivery work.