

THE NEW PROJECT MANAGER



GENTEX[®]
TRAINING CENTER



Introduction

The New Project Manager Training Course prepares professionals taking on their first project management role with a structured method they can apply immediately. Participants work through the project lifecycle, from initiating and planning to executing, monitoring, and closing. The programme connects formal standards with the practical realities of limited authority, competing demands, and imperfect information. As a result, learners gain a reliable way to organise a project rather than learning by trial and error. Furthermore, the course strengthens stakeholder communication, risk judgement, and the discipline that keeps projects on track.

The New Project Manager Course Objectives

- Define the project manager's role, responsibilities, and authority limits.
- Apply the PMBOK project lifecycle from initiation to closure.
- Write a project charter and define scope with a scope statement.
- Build a work breakdown structure (WBS) and define deliverables.
- Create schedules using Gantt charts, critical path analysis, and milestone planning.
- Estimate and manage costs with budgets and earned value management (EVM).
- Identify and manage risks using a risk register and mitigation plans.
- Manage stakeholders with power-interest grids and a communication plan.
- Run project meetings, status reporting, and change control discipline.
- Lead a project team using RACI charts, delegation, and SBI feedback.

Course Methodology

- Interactive sessions built on real project scenarios.
- Workshops on scope definition, WBS, scheduling, and risk planning.
- Group exercises on stakeholder mapping and status reporting.

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- Hands-on practice with Gantt charts, critical path analysis, and earned value figures.
- Simulation of scope creep, a missed milestone, and a resourcing conflict.
- Facilitator coaching and peer review on personal project plans.

Who Should Take This Course

- Newly appointed project managers and project leads.
- Coordinators and team members moving into project roles.
- Technical specialists managing their first project.
- Functional leads with project delivery responsibility.
- PMO and project support staff seeking a structured grounding.
- Professionals preparing to manage a project end to end.

The New Project Manager Course Outlines

Day 1: The Project Manager Role and Project Initiation

- What a project manager does and what the role carries.
- Projects versus operations and business as usual.
- The project lifecycle (PMBOK) from initiation to closure.
- Writing a project charter and confirming authority.
- Identifying stakeholders at the outset.
- Success criteria and the triple constraint: scope, time, cost.
- Case discussion: a first project that drifted from its brief.

Day 2: Scope, Schedule, and Planning

- Defining scope with a scope statement and exclusions.



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- Building a work breakdown structure (WBS) and work packages.
- Estimating effort and duration realistically.
- Scheduling with Gantt charts, sequencing, and dependencies.
- Critical path analysis and float.
- Milestone planning and baselines.
- Workshop: building a WBS and draft schedule.

Day 3: Cost, Resources, and Procurement Basics

- Cost estimation methods and building a project budget.
- Cost baselines and tracking against plan.
- Earned value management (EVM): PV, EV, AC, CPI, and SPI.
- Resource planning, allocation, and levelling.
- Procurement planning, contracts, and working with suppliers.
- Managing project documentation and records.
- Exercise: interpreting earned value figures and forecasts.

Day 4: Risk, Stakeholders, and Communication

- Risk identification, likelihood-impact analysis, and risk registers.
- Mitigation, contingency, and issue management.
- Stakeholder mapping with power-interest grids.
- Building a communication plan and reporting cadence.
- Running effective project meetings and status reports.
- Managing change requests and scope creep.
- Simulation: handling a scope change and a stakeholder escalation.





Day 5: Execution, Monitoring, and Project Closure

- Leading the project team with RACI charts and clear ownership.
- Delegation, motivation, and SBI feedback in projects.
- Monitoring progress, controlling quality, and handling deviations.
- Managing conflict with the Thomas-Kilmann conflict modes.
- Closing a project: handover, lessons learned, and sign-off.
- Personal development planning for project managers.
- Capstone: presenting a complete project plan.

Conclusion

By successfully completing The New Project Manager, participants will gain a practical command of the full project lifecycle, from charter and scope to schedule, risk, and closure. They will acquire skills in planning, cost control, stakeholder communication, and project team leadership. Gentex Training Center designs the programme to help new project managers deliver with structure and confidence.

FAQs

Q1 What is the "The New Project Manager" course about?

It prepares professionals taking on their first project management role with a structured method they can apply immediately. The course spans the project manager role and initiation, scope and schedule planning, cost and resources, risk and stakeholder communication, and execution, monitoring, and closure.



Q2 What are the key benefits of the "The New Project Manager" course?

You gain a reliable way to organise a project rather than learning by trial and error. The course improves scope and schedule discipline, strengthens cost control and risk planning, sharpens stakeholder communication, and prepares you to handle change requests and reporting with confidence.

Q3 What skills will I gain from the "The New Project Manager" course?

You will develop four core skills: project initiation and scope definition, schedule and cost planning, risk and stakeholder management, and project execution, monitoring, and closure.

Q4 What tools, methods, or standards are covered in the "The New Project Manager" course?

The course covers the PMBOK project lifecycle, project charters, scope statements, work breakdown structures (WBS), Gantt charts, critical path analysis and float, milestone planning, cost estimation and budgets, earned value management (PV, EV, AC, CPI, SPI), risk registers and likelihood-impact analysis, power-interest grids, communication plans, change control, RACI charts, the SBI (Situation-Behaviour-Impact) feedback model, the Thomas-Kilmann conflict modes, and lessons-learned reviews.



Q5 How is the "The New Project Manager" course applied in real-world practice?

Participants apply it to real work such as building a WBS and schedule for a new project, monitoring earned value against a budget, running status meetings and reports, and closing a project with handover and lessons learned. The same methods support change request handling and stakeholder escalation.