



TRAINING PROGRAMME



Project Management Fundamentals

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Description



2 days



Inprogress original training



language of training: Polish or English



language of materials: Polish or English

Project management is typically centred around five groups of activities:

- ✓ initiating the project and defining its scope,
- ✓ planning through the development of detailed schedules and allocation of resources,
- ✓ executing the plan through coordination and effective communication,
- ✓ monitoring and controlling progress against the plan,
- ✓ closing the project by delivering final outcomes and assessing performance.

Despite best efforts, the project management process often faces various challenges that can impact its effectiveness. The most common risks include uncontrolled scope changes, resource availability issues, difficulties in maintaining the budget, and communication problems with stakeholders.

To mitigate these risks, it is essential to clearly define the project scope, maintain regular communication, plan for resource availability, account for unexpected costs, develop a risk management strategy, and adapt plans when necessary. Ultimately, effective project management requires a solid strategy, strong communication, and adaptability, all of which support teamwork and the achievement of shared goals.

The aim of the **"Project Management Fundamentals"** course is to explore these core activities, introduce techniques that support their execution, and apply them in practice through group-based exercises and discussions.

This course is designed for both individuals already involved in project delivery who wish to deepen their knowledge of tools, methods and best practices, as well as for those with no prior experience who are preparing to manage their first project.

Purpose of the training

- ✓ To provide participants with a clear and structured introduction to the fundamentals of project management.
- ✓ To equip attendees with practical skills that can be applied both when leading and contributing to projects.
- ✓ To encourage the use of the tools and techniques introduced during the course in day-to-day work and project activities.

Target group

This course is particularly suited for:

- ✓ Current and aspiring project managers,
- ✓ Team members involved in project delivery within organisations,
- ✓ Managers who support or oversee project work and project managers.

Benefits

- ✓ Understanding the project lifecycle – Participants will learn about the 5 key mechanisms of project management, enabling more effective planning and project oversight.
- ✓ Familiarity with key tools and techniques – Attendees will gain knowledge of commonly used project tools and methods, including scope, schedule, and budget management.
- ✓ Development of practical skills – Through group exercises and hands-on tasks, participants will have the opportunity to apply what they've learned in realistic project scenarios.
- ✓ Improved project readiness – Those new to project management will gain essential foundations for running their first projects, while experienced professionals will refine and systematise their approach using best practices.

Exam and certification

No exam.

Training programme

- ✓ Introduction to Project Management
- ✓ Scope Management
- ✓ Schedule Management
- ✓ Cost and Budget Management
- ✓ Risk Management
- ✓ Communication Management
- ✓ Change Control Management
- ✓ Issue Management

Methods and tools used in training

Training is conducted by **lecture** and **workshop** methods.

LECTURE PART	WORKSHOP PART
It is conducted on the basis of a multimedia presentation prepared by the presenter and is enriched by the use of moderated discussion, exchange of participants' experiences and case studies.	<ul style="list-style-type: none">✓ small group exercises,✓ individual exercises,✓ case studies,✓ moderated discussion,✓ exchange of experience among participants

The selection of the form and scope of training, supported by the professional and trainer's experience, ensures that participants **receive a comprehensive overview of the topics** and **acquire practical skills**.