

# The Management Essentials Course

## Venue Information

---

**Venue:** London UK

**Place:**

**Start Date:** 2025-12-22

**End Date:** 2025-12-26

## Course Details

---

**Net Fee:** £4750.00

**Duration:** 1 Week

**Category ID:** MAL

**Course Code:** MAL-22

## Syllabus

---

### Course Syllabus

#### Introduction

This course is designed to present the basics of project management with a focus on understanding project management terms, project selection, planning, estimating, scheduling, and earned value management. If you are new to projects or been assigned to projects and need to understand how to manage the project, this is the course for you. This course will also cover the highlights of quality, risk and procurement. You will leave this course with a full understanding of what project management is and how to manage a successful project.

#### This course will feature:

- Review & understanding of common project management practices.
- Hands on experience with the project charter, scope statement, & earned value management.
- Appraisal of projects using project selection techniques, project chartering & gathering requirements

**By the end of this course, participants will be able to:**

- Understand the fundamentals of project management – the ability to initiate, plan & execute basic controls for a project
- Understand the techniques of project planning and how to deliver one
- Understand how to define project success using key performance indicators & quality metrics
- Identifying risks and understanding the advantages of various types of contracts
- Understand how to control, manage and close a project to your customers satisfaction

**Contents**

**Day One**

**Project Management Basics, History, Benefits and Components**

- Understanding what project management is
- Defining project and product life cycles
- Understanding Best Practice Project Management
- How to Initiate a Project: – How to do it
- Managing the project selection process
- Writing SMART objectives and business cases

**Practical Exercise: Creating SMART objectives**

**Project Exercise: Project Selection exercises**

**Day Two**

**Project Planning, Charters, Work Breakdown Structures and Scope Statements**

- Developing the project documentation for senior management sign-offs,
- Defining the project management
- Understand how to collect requirements
- Defining the full project scope
- Creating and analysing the project with Work Breakdown Structures

**Practical Exercise: Writing the Project Charter**

**Practical Exercise: Gathering Requirements**

**Practical Exercise: Creating the Work Breakdown Structure**

**Practical Exercise: Writing the Scope Statement**

- Understanding what a realistic schedule is
- Defining and managing dependencies
- How to estimate project durations and costs
- Creating and optimizing the project schedule
- Presenting your schedule and resource constraints
- How to control the cost, schedule and resources

**Practical Exercise: Network diagramming practice**

**Practical Exercise: Create, sequence activities and determine duration estimations**

**Practical Exercise: Complete analogous, parametric and three-point estimating**

**Day Four**

**Planning for Quality, HR, Communications, Risk and Procurement**

- Defining and controlling project KPI's / Metrics
- Presenting and defining the project resource plan
- Developing a communication plan
- Managing Virtual Teams
- Understanding and reviewing project risk
- Managing the project contract against project constraints

**Practical Exercise: Create quality project metrics**

**Practical Exercise: Conduct a project meeting**

**Practical Exercise: Risk Management project exercise**

**Day Five**

**Working, controlling and closing the project**

- Using project software to track projects
- Dealing with project management problems
- Project case reviews and discussion
- Project Management leadership, communications and meetings best practices
- Closing the project including project administration, hand-offs, document updates, and lessons learned
- Lessons learned, why, when and what