Project Management for Non-Project Managers Training

Duration: **1 Day**

BILGINÇ IT Academy
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Overview

- **Plan, manage, and deliver real projects with greater confidence from day one.**
- **Designed for managers and team members taking on project responsibilities for the first time.**
- **Learning is reinforced through case studies, group exercises, and practical games.**

In a rapidly changing business environment, effective project management skills are becoming increasingly important. Organizations need people at different levels who can successfully manage change initiatives and help the business adapt, grow, and achieve its strategic objectives.

This introductory course provides a practical overview of the core skills needed to manage and deliver small to medium-sized projects.

Participants will learn how to maintain control throughout the full project lifecycle, from initiation through to closure. Key topics include defining objectives, aligning stakeholder expectations, managing scope, planning resources and timelines, identifying risks, communicating progress, and handing over final deliverables.

Prerequisites

There are no formal prerequisites for this course, and no previous project management experience is required.

Pre-Course Learning

Participants will receive links to selected online articles and videos that introduce the purpose of project management and its main delivery approaches.

The pre-course activities take approximately **60 minutes** in total.

Who Should Attend

This course is suitable for:

- Managers
- Aspiring project managers
- Work-stream leaders
- Team members involved in projects
- Anyone seeking an introductory understanding of project management

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What You Will Learn

By the end of the course, participants should be able to:

- Identify common reasons why projects are considered unsuccessful.
- Explain the main differences between linear and Agile project delivery.
- Build an effective project team.
- Create a high-level project charter covering why the project is needed, what will be delivered, who is involved, how it will be delivered, how much is required, and when it is needed.
- Build a basic project schedule using a Gantt chart.
- Identify project risks and assign suitable mitigating actions.
- Communicate project progress clearly to relevant stakeholders.
- Manage requests for scope change.
- Understand the steps involved in handing over project deliverables and capturing key lessons learned.

Outline

Introduction to Projects

- What makes a project successful or unsuccessful
- How project outputs can be delivered effectively
- The core purpose of project management

Project Initiation

- The purpose of a Project Charter
- Key elements of a Project Charter
- Establishing clarity at the beginning of a project
- Aligning stakeholder expectations

People in Projects

- Identifying people who may be affected by the project
- Identifying stakeholders who may influence the project
- Defining project roles and responsibilities
- Building an effective project team

Defining the Project Scope

- Establishing alignment around business and customer requirements
- Turning requirements into a clearly defined project scope
- Maintaining agreement around what the project will and will not deliver

Planning the Project

- Identifying the resources needed to create project outputs
- Defining realistic timescales
- Creating a basic project schedule
- Using a Gantt chart

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Managing Risk

- Identifying project risks
- Analysing risks
- Planning suitable responses
- Assigning mitigation actions

Project Execution

- Keeping the project on track
- Maintaining control of project scope
- Monitoring progress
- Communicating status to relevant stakeholders
- Managing scope change requests

Closing Down the Project

- Handing over project deliverables
- Formally closing the project
- Capturing lessons learned
- Recording insights that can support future projects