

Project Management Essentials

Foundation Flagship Programme

Course Strapline

Build the core disciplines to initiate, plan, lead, control and close projects with confidence.

Course at a Glance

Course Duration	Five days / 25 instructional hours	Delivery Modes	Classroom Live Virtual On-Demand Blended In-company
Level	Foundation	Digital Materials	Working templates, case materials, knowledge checks and practical project outputs
Certificate	INDENTRA course-completion record, where applicable	Professional Recognition	PMI Talent Triangle® - 25 PDUs

PMI Talent Triangle® and Professional Development Units (PDUs)

Total PDUs: 25	Ways of Working: 17	Power Skills: 5	Business Acumen: 3
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Course Overview

Project Management Essentials provides an integrated introduction to the decisions, practices and tools required to move a project from initial definition through planning, delivery, control and closure. Participants work through a realistic project case and learn how purpose, governance, scope, schedule, resources, cost, quality, risk, stakeholders, communication and change operate as one connected management system. The course emphasises practical judgement, usable outputs and professional accountability. Through case analysis, working templates, scenario discussions and control exercises, participants build the core information and decisions needed to plan and manage a project. By the end, they should be able to contribute more confidently across the project lifecycle, communicate effectively with sponsors and stakeholders, and adapt the methods to their organisational environment.

Learning Outcomes

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

- Explain how projects translate strategic priorities into defined outcomes and clarify purpose, objectives, deliverables, boundaries and success criteria.
- Develop an integrated project plan linking scope, schedule, resources, cost, quality, milestones, dependencies and responsibilities.
- Analyse stakeholders and uncertainty and plan engagement, communication and responses to threats and opportunities.
- Monitor progress, manage issues and change, forecast performance, escalate exceptions and balance delivery constraints using professional judgement.
- Close projects systematically, support handover, capture lessons learned and prepare a workplace application plan.

Benefits

Benefits to the Individual • Build confidence in core project delivery disciplines and responsibilities. • Connect scope, schedule, resources, cost, quality, risk, stakeholders and change. • Practise evidence-based decisions through an integrated case and scenarios. • Take away practical project outputs and a workplace action plan.	Benefits to the Organisation • Establish a consistent project-management language across developing professionals. • Improve consistency in project definition, planning, control and closure. • Strengthen governance, stakeholder communication, risk response and change control. • Accelerate capability for employees moving into or supporting project roles.
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Who Should Attend?

This course is designed for new or aspiring project managers, project coordinators, planners and project-control professionals, project-team members, team leaders and subject-matter specialists who contribute to projects. It is also relevant to business analysts, engineers and operational professionals moving into project roles, managers who sponsor, supervise or support project work, and professionals preparing for more advanced project-management or certification programmes.

Prerequisites and Equipment

No formal project-management qualification is required. Some exposure to projects is helpful but not essential. Participants should be prepared to contribute to the integrated case study, group discussions and practical exercises. Corporate cohorts may use an organisation-specific case or project environment. Any delivery-specific technical requirements are confirmed before the course.

Learning Approach

The course uses a structured mix of instructor explanation, facilitated discussion and workplace-focused application. Participants progressively analyse an integrated project case, use working templates to create practical outputs, and take part in scenario-based workshops that require evidence-based decisions and trade-offs. Facilitated reviews connect the tools with professional judgement, governance and accountability. Short knowledge checks reinforce understanding, while the final application work helps participants identify how to adapt the methods to their own projects and organisational environment.

Digital Learning Materials

Digital participant resources support classroom, virtual, blended and on-demand learning and may include:

- Digital participant workbook and structured reference material supporting the integrated case.
- Working templates for project definition, scope and work breakdown, planning, risk, stakeholder analysis, communication and control.
- Case-study exercises, project scenarios and worked examples used during facilitated practice.
- Knowledge checks and concise job aids that reinforce key project-management concepts and decisions.
- Reusable project outputs and a personal workplace action plan to support post-course application.

Assessment, Certification and Professional Recognition

Course completion is demonstrated through active participation in discussions, exercises and the integrated case study; completion of the principal planning and control outputs; contribution to the final project simulation or application workshop; and completion of the course knowledge checks and personal workplace action plan. An INDENTRA course-completion record may be provided where applicable. The course is not presented as a third-party professional certification unless separately stated. The full course provides 25 Education PDUs: 17 Ways of Working, 5 Power Skills and 3 Business Acumen.

Course Outline

The course comprises five modules and is typically delivered over five days. The sequence may be adapted to another approved format while preserving the stated learning outcomes. The integrated project case and applied activities are embedded throughout the learning experience.

Module 1 - Project Context, Purpose and Governance

Establish why the project exists, how it will be governed and who is accountable for key decisions.

- Projects, operations and strategic value.
- Project lifecycle and delivery approaches.
- Roles, governance and decision rights.
- Project purpose, objectives, success criteria, charter and initial stakeholder picture.

Applied Activity - Project Definition and Charter Workshop

Using the integrated case, participants clarify the project need and purpose, define core success criteria, draft the essential charter information and map initial stakeholders, roles and governance relationships.

Module 2 - Scope, Requirements and Planning Logic

Translate project intent into clear scope and a coherent basis for integrated planning.

- Defining deliverables and boundaries.
- Requirements, assumptions and constraints.
- Work breakdown and responsibility.
- Milestones, activities, dependencies and the integrated planning baseline.

Applied Activity - Scope and Planning Logic Lab

Participants develop a practical scope and work-breakdown view for the case, assign responsibilities and establish the milestone, activity and dependency logic needed for an integrated project plan.

Module 3 - Schedule, Resources, Cost and Quality

Build and interpret the schedule, resource, cost and quality elements needed for a credible delivery baseline.

- Estimating effort, duration and resources.
- Developing and analysing the schedule.
- Cost planning and budget awareness.
- Quality expectations, acceptance criteria and balancing delivery constraints.

Applied Activity - Integrated Baseline Workshop

Participants estimate selected case work, sequence activities and test resource, cost, schedule and quality trade-offs to strengthen the credibility of the integrated project baseline.

Module 4 - Risk, Stakeholders, Communication and Change

Manage uncertainty and stakeholder expectations through disciplined engagement, communication and change practices.

- Threats, opportunities and response planning.
- Stakeholder analysis and engagement.
- Communication planning and reporting.
- Issue, decision and change-control practices, escalation and professional judgement.

Applied Activity - Risk, Stakeholder and Change Scenario

Teams analyse a changing project scenario, select responses to threats and opportunities, adapt stakeholder communication and decide how an issue or change should be recorded, escalated and controlled.

Module 5 - Monitoring, Control, Closure and Application

Use performance evidence to control delivery, manage exceptions and close the project systematically.

- Monitoring progress and performance evidence.
- Forecasting, corrective action and exception management.
- Integrated project simulation and decision workshop.
- Handover, closure, benefit-transition considerations, lessons learned and personal action planning.

Applied Activity - Integrated Project Simulation and Closure Review

Participants review project evidence, forecast likely outcomes, select corrective or escalation actions and complete a structured closure review that captures handover considerations, lessons learned and personal workplace actions.

Tools, Frameworks and Practical Outputs

Participants progressively build and use a practical set of project-management outputs through the integrated case:

- Project charter or definition summary, success criteria and initial governance/stakeholder view.
- Scope definition, work-breakdown structure, responsibility view, high-level schedule and integrated planning baseline.
- Risk, stakeholder and communication registers, together with issue, decision and change-control practices.
- Monitoring and control outputs, project closure and lessons-learned checklist, and personal workplace application plan.

Delivery Modes Available

Live Classroom | Live Virtual Classroom | On-Demand Learning | Blended Learning | Corporate / In-company. On-demand delivery provides a structured self-paced route using the same core learning outcomes, digital resources and applied knowledge checks. Public and organisation-specific delivery can be configured to fit participant and business requirements. Corporate programmes may be tailored to the organisation's lifecycle, governance, terminology, templates, cases and capability priorities while preserving the stated learning outcomes.

Course Enquiries

Visit www.indentra.co.uk/project-management-essentials for the latest course information, delivery availability and enquiry options.