Project Management Basics — From Idea to Successful Delivery

Master the fundamentals of project management in just 3 days — and start delivering results immediately.



Are you stepping into a project management role for the first time? Do you manage projects but struggle to structure them effectively? **Whether you are a young professional, a consultant, or an entrepreneur**, this **intensive 3-day training** gives you everything you need to manage projects with confidence — from initiation to closure.

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

- **Launch your projects with clarity** — define objectives, scope and success factors from day one
- **Plan realistically and efficiently** — build timelines, estimate budgets and anticipate risks with proven tools
- **Lead and communicate with impact** — engage your team, manage stakeholders
- **Close projects professionally** — capture lessons learned and set the stage for future success
- **Apply what you learn immediately** — walk away with concrete tools and methods ready to use from day one

Our training is built on over 20 years of hands-on experience across multiple industries. You will leave with concrete tools, proven methods, and the confidence to take on any project — from day one.

Course Content

Day 1 — Start Your Project with Impact

- Identify the key success and failure factors
- Structure your project team effectively
- Define clear and measurable objectives

Day 2 — Plan with Precision

- Build a realistic timeline and estimate costs accurately
- Anticipate and manage risks proactively
- Develop your communication strategy
- Get hands-on with essential tools: **Gantt chart & MS Project**

Day 3 — Execute, Steer & Close with Confidence

- Track progress and monitor performance indicators
- Manage changes and stakeholder expectations
- Communicate effectively with your steering committee
- Close your projects professionally and capture lessons learned

Who is this training for?

This training is designed for:

- Junior and aspiring project managers
- Consultants managing client projects
- Entrepreneurs leading business initiatives
- Managers coordinating multidisciplinary teams

In-Company Training

This training is fully available in a **customised in-company format**, tailored to your projects, your teams, and your organisational context. Contact us for a personalised offer.

Go Further with Our Thematic Workshops

Want to dive deeper into a specific topic? Complement your training with our **practical 3-hour workshops**, available for groups of 4 to 12 participants:

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- Kanban & Agile Methods
- Advanced Risk Management
- Stakeholder Analysis
- Project Retrospectives
- KPIs & Dashboards
- *...and many more*