MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

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Course Profile Document

Project Management

Introduction to Project Management

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSD3021	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course

View Online Course Page

Course Overview

Project management is the practice of initiating, planning, executing, controlling, and closing the work of a team to achieve specific goals and meet specific success criteria at the specified time.The primary challenge of project management is to achieve all of the project goals within the given constraints.

In the past few decades, organizations have discovered something incredible: principles that have been used to create enormous successes in large projects can be applied to projects of any size to create amazing success. As a result, many employees are expected to understand project management techniques and how to apply them to projects of any size.

Managing a successful project involves more than schedules, templates, and paperwork. It requires the application of strong interpersonal management skills to work effectively with people in a variety of roles.

The skills you'll learn in this course will enable you to apply effective leadership strategies, improve your interpersonal communication, become more influential, help guide your staff through change, deal with conflict and practice ethical principles during the entire project management process.

This workshop will give participants an overview of the entire project management process, as well as key project management tools that they can use every day.

Course Outcomes

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

- Define projects, project management, and project managers
- Identify the importance of the PMBOK and PMI
- Identify the five process groups and ten knowledge areas as defined by the PMI
- Describe the triple constraint
- Perform a project needs assessment and write goals, requirements, and deliverables
- Create key project documents, including the statement of work, project planning worksheet, and project charter
- Build a project schedule by estimating time, costs, and resources
- Understand and use the work breakdown structure
- Create project planning documents, such as a schedule, risk management plan, and communication plan
- Use planning tools, including the Gantt chart, network diagram, and RACI chart
- Establish and use baselines
- Monitor and maintain the project
- Perform basic management tasks, including leading status meetings and ensuring all documents are complete at the end of the project

Course Outline / Curriculum

- **Module One: Getting Started**
- **Module Two: Key Concepts (I)**
  - *What is a Project?*
  - *What is Project Management?*
  - *What is a Project Manager?*
  - *Module Two: Case Study*
  - *Module Two: Review Questions*
- **Module Three: Key Concepts (II)**

- *About the Project Management Institute (PMI)*
- *About the Project Management Body of Knowledge (PMBOK)*
- *The Five Process Groups*
- *The Ten Knowledge Areas*
- *The Triple Constraint*
- *Module Three: Case Study*
- *Module Three: Review Questions*

- **Module Four: Initiation (I)**
  - *Identifying Your Stakeholders*
  - *Assessing Needs and Wants*
  - *Setting a SMART Project Goal*
  - *Creating Requirements and Deliverables*
  - *Module Four: Case Study*
  - *Module Four: Review Questions*
- **Module Five: Initiation (II)**
  - *Creating a Statement of Work*
  - *Completing the Project Planning Worksheet*
  - *Completing the Project Charter*
  - *Module Five: Case Study*
  - *Module Five: Review Questions*
- **Module Six: Planning (I)**
  - *Managing Expectations*
  - *Creating a Task List*
  - *Estimating Time*
  - *Estimating Resources*
  - *Estimating Costs*
  - *Module Six: Case Study*
  - *Module Six: Review Questions*
- **Module Seven: Planning (II)**

- *Building the Work Breakdown Structure*
- *Creating the Schedule*
- *Creating a Risk Management Plan*
- *Creating a Communication Plan*
- *Module Seven: Case Study*
- *Module Seven: Review Questions*

- **Module Eight: Planning Tools**
  - *The Gantt Chart*
  - *The Network Diagram*
  - *Using a RACI Chart*
  - *Going the Extra Mile: Microsoft Project*
  - *Module Eight: Case Study*
  - *Module Eight: Review Questions*
- **Module Nine: Executing the Project**
  - *Establishing Baselines*
  - *Monitoring Project Progress*
  - *Triple Constraint Reduction Methods*
  - *Module Nine: Case Study*
  - *Module Nine: Review Questions*
- **Module Ten: Maintaining and Controlling the Project**
  - *Making the Most of Status Updates*
  - *Managing Change*
  - *Monitoring Risks*
  - *Module Ten: Case Study*
  - *Module Ten: Review Questions*
- **Module Eleven: Closing Out**

- *Preparing for Closeout*
- *Celebrating Successes*
- *Learning from Project Challenges*
- *Scope Verification*
- *A Final To-Do List*
- *Module Eleven: Case Study*
- *Module Eleven: Review Questions*

- **Module Twelve: Wrapping Up**
- Words from the Wise

Target Audience

Key Course Benefits

Work-Ready Skills

Delegates leave with practical tools, templates and methods they can apply immediately at work.

Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

Southern Africa

Practical training destinations with strong travel access and delegate support.

- Pretoria, South Africa
- Vic Falls, Zimbabwe
- Livingstone, Zambia

East Africa

Popular regional centres for government, NGO and donor-funded project teams.

- Kigali, Rwanda
- Kampala, Uganda
- Nairobi,
- Zanzibar, Tanzania

West Africa & Islands

Strategic locations for regional networking and executive capacity building.

- Accra, Ghana
- Port Louis, Mauritius

International Executive Venue

Premium destination training for senior teams and international delegates.

- Dubai, United Arab Emirates

Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

- Online, E-Learning
- Remote Teams
- Flex

Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

- Onsite
- Custom Dates
- Group Training

Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

Register / Apply Online | **View Full Course Page**

About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training | NGO Capacity Building | Corporate Workshops | Online Learning | Face-to-Face Training | Certifica

Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

Organisation / Department	
Delegate Name(s)	
Approved Course	Introduction to Project Management
Preferred Delivery Mode	☐ Online ☐ Face-to-Face ☐ Organisation-Based Training
Preferred Training Venue / Date	
Estimated Number of Delegates	
Budget / Vote Number	
Contact Person	
Email / Mobile	

Authorised Name _____ Signature / Stamp _____ Date _____