

Project Management Fundamentals
Master Planning, Execution, Monitoring,
and Delivery
(A 3-day Instructor led Program)



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Training Summary

Global Solution Partners LLC is pleased to deliver a comprehensive 3-Day Program on “**Project Management Fundamentals: Master Planning, Execution, Monitoring, and Delivery**” for your organization.

This three-day, **beginner-level** training is designed to cover the entire project management life cycle from initiation through closing. The program is highly interactive, blending essential theory with hands-on practice. Participants will engage with **PowerPoint-facilitated lectures, videos, case studies, role-playing exercises, group activities, and quizzes** to ensure they can apply concepts directly to workplace scenarios. Using active learning techniques like role-plays and case studies immerses learners in authentic situations, helping develop real decision-making skills. Each module below outlines the learning objectives, activities, and outcomes. The course culminates in a **final certification exam** on Day 3 to assess learning, as exams measure the proficiency gained at the end of a course

Learning Objectives

By the end of the program participants will be able to:

✓ **Understand Project Management Fundamentals**

Define key PM concepts, life cycle phases, and the triple constraint of scope, time, and cost.

✓ **Develop Project Planning Competence**

Create project charters, stakeholder registers, WBS, and basic budgets aligned with realistic objectives.

✓ **Enhance Team Leadership & Communication**

Apply effective leadership, collaboration, and stakeholder communication strategies within multicultural project teams.

✓ **Implement Monitoring & Control Techniques**

Track performance using simple reports, change control methods, and variance analysis.

✓ **Manage Risks Proactively**

Identify, analyze, and respond to potential project risks using structured mitigation and contingency planning.

✓ **Execute and Close Projects Effectively**

Deliver project outputs successfully through structured execution, delivery acceptance, and lessons-learned documentation.

✓ **Prepare for Professional Growth**

Build a foundation for advanced certifications (PMP, PRINCE2, Agile) and long-term career development in project management.

Course Curriculum and Learning Outcomes

Day	Focus Area	Topics & Activities	Learning Outcomes
Day 1	Fundamentals of Project Management & Master Planning	<ul style="list-style-type: none"> • Course Kick-off & Icebreaker – sharing project experiences to set collaborative tone. • Project Management Overview – project vs. operations, life cycle stages, triple constraint (scope/time/cost). • Initiation & Stakeholder Analysis – project charter, roles, business case exercise. • Master Planning – defining scope, WBS creation, scheduling, budgeting • Quiz & Reflection – recap through Kahoot quiz and open Q&A. 	<ul style="list-style-type: none"> • Define a project and distinguish it from operations • Understand project life cycle and triple constraint principles • Identify stakeholders and develop a simple project charter • Create a basic WBS, schedule, and budget plan • Recognize the importance of structured planning for project success.
Day 2	Execution, Monitoring & Team Collaboration	<ul style="list-style-type: none"> • Recap & Review Quiz • Execution & Team Management – coordination, leadership, RACI charts, team communication role-play • Monitoring & Control – tracking progress, managing changes, risk updates • Collaboration & Communication Planning – stakeholder communication plan, managing conflicts, teamwork case study 	<ul style="list-style-type: none"> • Execute and monitor project tasks effectively using PM tools • Apply leadership and communication techniques in managing teams • Develop stakeholder communication plans and handle conflicts • Use monitoring and change control to manage

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		<ul style="list-style-type: none"> • Quiz Bowl & Case Reflection – gamified recap and team discussion. 	<p>progress and risks</p> <ul style="list-style-type: none"> • Demonstrate teamwork and adaptability in dynamic project settings.
Day 3	Risk Management, Project Delivery & Certification	<ul style="list-style-type: none"> • Risk Management Fundamentals – identifying, analyzing, and mitigating risks through pre-mortem exercises • Project Delivery & Closure – checklists, sign-offs, lessons learned, and team celebration • Final Certification Exam – mix of multiple-choice and case-based questions • Advanced PM Concepts – Agile, PMP, and future learning opportunities • Reflection & Feedback – individual takeaway sharing and closing ceremony. 	<ul style="list-style-type: none"> • Identify and manage project risks using standard frameworks • Execute formal project closure and lessons-learned documentation • Demonstrate understanding through final certification assessment • Recognize pathways to advanced PM frameworks (Agile, PMP) • Apply learned skills to improve organizational project delivery excellence.

Training Methodology and Format

Our program maximizes engagement and retention by blending expert instruction with hands-on, interactive learning tailored to client's operations.

✓ **Interactive Lecture Sessions**

Each module combines concise theory with practical insights, encouraging active participation and knowledge application.

✓ **Case Study–Based Learning**

Realistic Oman/GCC project scenarios are used to connect global PM principles with local business context.

✓ **Hands-On Group Exercises**

Participants build project charters, WBS, risk registers, and communication plans collaboratively, promoting experiential learning.

✓ **Role-Plays & Simulations**

Real-life project challenges and team scenarios enhance decision-making, communication, and leadership skills.

✓ **Gamified Assessments**

Quizzes and team competitions (Jeopardy or Kahoot) reinforce learning outcomes in an engaging, retention-focused format.

✓ **Multimedia-Supported Instruction**

Videos, diagrams, and infographics clarify complex PM concepts and keep participants visually engaged.

✓ **Formative & Summative Evaluation**

Ongoing mini-quizzes and debriefs measure comprehension daily; the final certification exam validates end-of-course proficiency

Format: **3 days, 6 hours/day (9:00 AM – 3:30 PM)**, with coffee/lunch breaks, delivered in English.

Deliverables

- ✓ **Three Days of Expert Instruction:** On-site, 3-day training led by a certified instructor, fitting to client's schedule (about 7 hours/day, including breaks) for minimal operational impact.
- ✓ **Course Materials:** Comprehensive printed materials for each participant—presentation slides, module notes, reference standards (as allowed), worksheets, and case study handouts—all for future use.
- ✓ **Hands-On and Interactive Exercises:** In-class demonstrations with tools/props
- ✓ **Assessment Certificate:** Based on your participation and performance we shall present a certificate to all individuals
- ✓ **Post-Training Support:** 30 days of email/phone support for questions and clarifications, helping apply knowledge to real-world operations.