



Project Management Fundamentals Course

3 Days

Practical Project Management Skills



classroom



in-company for
teams



live virtual



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About This Course

Hit the Ground Running with Practical Project Management Skills

Practical project management skills are essential for everybody who interacts with projects in any way. This course is perfect for anyone who wants to gain a strong understanding of, and confidence with the fundamentals of project management.

This intensive, 3-day workshop is suitable for all experience levels. We cover the full life-cycle of a project, from initiation and planning right through execution to closing a project. We also provide the option to progress to certification for those who wish to do so ([see page 15](#)).



This course is perfect for anyone who wants to gain a strong understanding of, and confidence with the fundamentals of project management.



About This Course

- ✓ This workshop is highly practical and incorporates principles and methodologies covered in the Project Management Institute's (PMI)[®], *A Guide to the Project Management Body of Knowledge*, (PMBOK[®] Guide).
- ✓ The PMI[®] is renowned worldwide as the preeminent body for championing excellence in project management.
- ✓ As a Registered Education Provider (R.E.P.) with the PMI[®], we believe in applying these practices throughout our project management training.
- ✓ Using methods based on the *PMBOK[®] Guide*, you will follow the life cycle of your chosen project from initiation to planning, execution, controlling and closure.
- ✓ You will apply the knowledge and tools to your own projects through discussion, individual and group exercises.

Training Objectives

Following our practical Project Management Fundamentals Workshop, you will:

- ✓ **Have an introduction to the PMI® Framework**

The syllabus for this course follows the methods outlined in the *PMBOK® Guide*. This equips you with a solid, proven structure for managing projects.

- ✓ **Be Familiar with Project Management Tools**

We cover a broad variety of essential project management tools during this training.

You'll become familiar with important skills such as developing a project charter and stakeholder plan, project scope, quality, risk, and change management.

- ✓ **Understand the Project Lifecycle**

The flow of this workshop content follows each stage in a project from initiation and planning through execution and closing a project. We go through the processes and techniques needed to navigate each stage successfully.

This includes the following stages: Initiation, Planning, Executing, Monitoring, Controlling, and Closing.

- ✓ **Gain Confidence to Contribute to Project Teams**

This course is designed to begin building your confidence and capability as a project manager. Following training, you'll have the understanding and tools to begin contributing to a project team.



Ready to Get Started?

You can view upcoming dates for our Project Management Fundamentals Course and instantly reserve a provisional place by clicking the orange button below.

Reserve a Place



Who Attends this Course?

We recommend this course for anyone who wants to become confident with the principles and practice of effective project management.

Frequent participants include:

- ✓ Those who would like to become project managers.
- ✓ Those who have recently begun working as a project manager, or as part of a project team.
- ✓ Business owners and directors who want to understand the principles of good project management.
- ✓ Experienced project managers seeking to refresh their skills and gain new ideas and approaches.

If you would like some guidance on whether this is the right choice for your project management career, why not call us on **Freephone 1800 810 910** or click the orange button to Ask A Quick Question?

Ask A Quick Question

Why Choose Our Approach? (5 Key Benefits)

✓ Practical Project Management Skills & Confidence

The syllabus for this course was designed to equip participants with everything they need to hold a confident understanding of best-practice project management principles. We focus on a practical style of learning, contributing to confidence in your abilities to implement your new project management skills.

✓ Versatility

Gain skills you can apply to projects of all sizes in any sector. Those who attend this Project Management Fundamentals course will be able to positively contribute to any project team.

✓ A Focused, Intensive Approach

This workshop takes place over 3 days. Our course format means you won't need to take extensive time out of your busy schedule. You'll be able to hit the ground running and put your new talents into action as soon as training is completed.

✓ Advice and Guidance from Expert Trainers

Our project management trainers have a wealth of experience leading and contributing to projects of all sizes and kinds. Throughout the workshop, they will provide you with guidance and tips for getting the best results from your project work.

✓ Options for Progression

This course runs in tandem with our [Certified Project Management Course](#). Those who wish to progress to certification can extend the course by 1 extra day. This day is devoted to preparing delegates for the assessment work required to achieve certification.

Learn More

[Ask A Question](#)

[The Project Journey](#)

How do you want to learn?



Classroom Training

Attend in-person training with our expert project management trainers.

[Learn More](#)



Virtual Training

Enjoy all the benefits of classroom training while connecting from home.

[Learn More](#)



In-Company Training

Tailored training for your team, delivered in-person or virtually.

[Learn More](#)

Classroom Training

Our classroom training in Dublin provides you with a highly intensive learning approach to project management training.

Our classroom courses run in convenient Dublin venues, close to the M50.

Why Classroom?

- ✓ **Focused Learning Environment** - One of the key advantages of an in-person classroom style training is the focused learning environment.
- ✓ **Delivered by Experts** - Our classroom training gives you access to our expert trainers. You'll benefit from the opportunity to ask questions and receive advice from your trainer.
- ✓ **Support Materials** - In addition to your classroom training experience, you'll gain access to online support materials (slides, reference materials etc.).



At present, most of our project management courses will take place as live virtual training. You can gain all of the benefits of classroom training through virtual training.

Read more and reserve your place on the following page.

Live Virtual Training (online)

Virtual training enables you to connect to live, trainer-led sessions from wherever you are.

It's easy to connect and you'll gain the benefits of a classroom style of training while enjoying the convenience of learning at home.

Our virtual training dates are available for anyone to attend.

How Virtual Training Works

Once you confirm your place on one of our upcoming virtual training dates, we'll send you the information and link you need to join the training.

To connect with our live training, you'll need a steady internet connection and a device with a web-camera, speakers, & microphone. Most home internet connections work perfectly for virtual training. These days, almost all smartphones, computers, and tablets have built-in web cameras, speakers, and microphones.

Our training consultants will advise you on how to get connected. It's an easy, user-friendly process.



Why Virtual?

- ✓ **Learn from Home** - This is an ideal solution for anyone who works from home. You can connect with real-time training sessions from wherever you're currently based.
- ✓ **Delivered by Experts** - By choosing our live virtual training, you'll learn from subject matter experts. You'll also benefit from the ability to ask questions and gain advice from our trainers.
- ✓ **Group Training** - This style of training enables you to interact virtually with your fellow trainees. Via our online platform, you'll be able to take part in group discussions and exercises without leaving home.
- ✓ **Focused Learning Environment** - One of the key advantages of an in-person classroom style training is the focused learning environment. Live, trainer-led virtual training also provides this high-impact format.

[Reserve My Place](#)

In-Company Training

We offer this project management course for in-company (sometimes called “in-house” or “on-site”) training.

This means that we deliver training exclusively to your team on a date you choose.

There are many benefits to choosing an in-company style of delivery.

How In-Company Training Works

When you get in touch with us about in-company training - either by phone or by requesting a quotation using the button on this page - our expert training consultants will work with you to find the best training solution for your needs.

We will create a programme that addresses the issues and goals at the top of your list, and choose a training delivery method and dates that suits you best.



Why In-House?

- ✔ **Tailored for Your Team** - Although the course syllabus must be adhered to, we can take your business and any challenges you are facing into account when delivering the course. We will make the training delivery relevant to your team.
- ✔ **You Choose the Delivery Style** - We can deliver this training as an in-person, classroom style course (where we come to your location), or by live, virtual classroom training.
- ✔ **Flexibility** - In-company training gives you the ability to schedule training at a time that works best for your schedule. It removes the inconvenience of having to take someone out of their role for training at a busy time.

[Get a Quote](#)

Course Content

① Introduction to this Course in Project Management

- The Project Management Framework
- Project Management Institute (PMI)® and *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)* - Sixth Edition

② Project Initiation & Stakeholder Management

- Developing the business case
- Using a project charter
- Governance and organisational structures
- The Role of the Sponsor, Project Manager, and Project Team

- Identifying and classifying project stakeholders
- Developing a Stakeholder Management Plan
- Managing Meetings

③ Planning the Project

3A: Project Scope Management

- Planning the project scope
- Using a Work Breakdown Structure (WBS) and a Scope Statement

3B: Project Scheduling

- Time and resource management
- The time planning process
- Scheduling Tools

- Creating a schedule baseline

3C: Project Cost Management

- Estimating costs
- Developing the budget

3D: Project Change Management

- Change Control Procedure

3E: Project Risk Management

- Methodologies to identify risk
- Using a Risk Register
- Analysing Risk
- Developing Risk Responses

continued on next page...

Course Content

③ Planning the Project (continued)

3F: Project Quality Management

- Introduction to quality management
- Defining SMART quality performance metrics
- Quality Assurance and Quality Control tools

3G: Project Procurement Management

- Contract types
- Selection criteria
- Vendor documents
- Evaluating tenders using weighted grid techniques

④ Executing, Monitoring & Controlling the Project

- Monitoring and controlling the project baselines: Scope, Schedule, and Cost
- Controlling changes, assessing impact, updating plans, authorisation, and sign off
- Monitoring and controlling risk, procurements, quality stakeholders

⑤ Closing the Project

- Essential steps to close a project effectively



The running order of each module may vary from course to course.



Leading Your Project Team

If you want to gain more in-depth knowledge, such as how to lead your team, provide constructive feedback, and manage performance effectively, why not think about extending this course by 1 day?

Day 4 will cover these transformational skills and begin preparing you to achieve a QQI Level 6 Certificate in Project Management.

Day 4 Highlights Include:

- Role of a Project Manager
- Leadership Styles
- Team Development
- Managing Performance

[Learn More](#)[Ask Us](#)

Progressing to Certification

We run this course alongside our 4-day Certified Project Management Course. Anyone attending the 3-day Project Management Fundamentals Course has the option to extend their training to include the 4th day of certification preparation.

How Do I Get Certified?

The certification offered with this training is a QQI Level 6 in Project Management. To achieve this certification, you will need to attend an additional day of training immediately after the 3-day workshop, and complete the required assessment work successfully.

Participants must complete a Project Portfolio of Work (70%) and a Written Assignment (30%) in the 8 weeks that follow training. We provide guidance and a detailed assessment brief for anyone undertaking the QQI Assessment.



1. Attend our 3-Day Project Management Fundamentals Course

Gain practical, versatile skills you can apply instantly

2. Attend Day 4 Certification Preparation

Day 4 follows immediately after Days 1 - 3. Your trainer will cover the detailed assessment brief, and help you prepare for your assessment work.

3. Complete Self-Directed Learning & Assessment Work

Self-Directed Learning includes research, reading, study, practice, reflection and preparation of assessment work.

4. Submit Your Assessment Work

You must submit all of your assessment work within 8 weeks of completing training.

5. Become a Certified Project Manager!

You will receive your QQI certificate approximately 5 - 6 months after you have submitted assessment work.

Progressing to Certification

- QQI (Quality and Qualifications Ireland) is responsible for the development and review of the **National Framework of Qualifications (NFQ)**.
- In order to be eligible to achieve QQI Certification, you must have - and provide us with - a **valid Irish PPSN** (Personal Public Service Number).
- If you are a UK citizen with a **valid NIN** (UK PPSN equivalent) you are eligible to apply for a QQI award. Other EU citizens are not eligible to apply for a QQI award (unless they are already in possession of a valid Irish PPSN or UK NIN).
- QQI require that all grades being submitted for certification include the following **personal information**:
 - ✓ Full Name
 - ✓ Date of birth
 - ✓ PPSN
 - ✓ Gender
- This means that **we are required to collect this information** from you when you submit your assessment work.
- This information is collected solely for the purpose outlined above and is stored **securely** on-site at our offices in Dublin. You can view our **Privacy Policy** by [clicking here](#).



Ask Us A Question

If you have any questions about QQI Certification, you can reach us at Freephone 1800 910 810, or click below to “Ask A Quick Question” online.

We'll respond with the information you need.

Ask A Quick Question

3 Ways to Get Started



Talk to Us

You can reach us by phone on Freephone 1800 910 810, or 01 861 0700 (mon - thurs, 9.00am - 5.30pm, fri, 9.00am - 5.00pm).

We will be happy to answer any questions, advise on the best option for your project management training, or book a place for you on an upcoming course date.

Freephone 1800 910 810



Reserve a Virtual Place

Using the button below, you can view and select upcoming dates to reserve your provisional place on an upcoming Project Management Fundamentals course.

We will get in touch with course details, to answer any questions you may have, and to confirm your place.

Reserve a Place



Get a Quote

Click the button below to request a tailored quotation for your in-company project management training.

We will be in touch with a detailed quotation fitting your team's requirements.

Get a Quote

About Us

Professional Development - 34 Years of Innovation and Excellence

We believe that the key to a thriving and rewarding career is continuous professional development.

For over 34 years, Professional Development has led the way in providing practical, innovative courses leading to relevant and respected certifications.

We specialise in delivering training for core business skills including project management, agile, scrum, lean six sigma, management, communications, sales, it service management, and training design and delivery skills.

Our courses are designed to expand your skills, & enhance your career potential



Our Courses

Our courses are a balanced blend of both theoretical learning and practical application. This focused learning environment optimises the impact of training.



Our Clients

We provide training for Ireland's leading brands, working with companies of all sizes in every industry. We also provide training for non-corporate organisations.



Our Team

Our trainers are chosen for their engaging manner and expertise in a chosen field. They bring a wealth of experience to each programme they deliver.



Our Certifications

In many sectors, international certification is now essential. We provide many options for globally recognised certification in each subject area.

Stay Connected



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