MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

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Course Profile Document

Project Management

Project Management

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

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSD2821	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course

View Online Course Page

Course Overview

The Project Management course offered by Magna Skills is designed to provide participants with comprehensive training in project management principles, methodologies, and best practices. Participants will learn essential skills and techniques to effectively initiate, plan, execute, monitor, and close projects, ensuring successful project outcomes within scope, budget, and schedule constraints.

Course Outcomes

1. **Project Initiation:** Understand the importance of project initiation and the key components of a project charter. Learn how to define project objectives, scope, stakeholders, and success criteria.
2. **Project Planning:** Develop skills in project planning, including creating work breakdown structures (WBS), defining project tasks, estimating resources, and developing project schedules and budgets.
3. **Project Execution:** Learn strategies for effective project execution, including team management, communication, risk management, and quality assurance to ensure project deliverables meet stakeholder expectations.
4. **Project Monitoring and Control:** Gain insights into project monitoring and control techniques, including progress tracking, performance measurement, issue identification, and change management to keep projects on track.
5.

Project Closure: Understand the importance of project closure and learn how to effectively close out projects, including finalizing deliverables, obtaining project sign-off, conducting lessons learned, and transitioning project outputs.

Course Outline / Curriculum

Module 1: Introduction to Project Management

- Definition of project management
- Importance of project management in organizations
- Key roles and responsibilities of a project manager

Module 2: Project Initiation

- Defining project objectives and success criteria
- Creating a project charter
- Identifying project stakeholders

Module 3: Project Planning

- Creating a work breakdown structure (WBS)
- Defining project tasks and dependencies
- Estimating resources, durations, and costs
- Developing project schedules and budgets

Module 4: Project Execution

- Team development and management
- Effective communication and stakeholder engagement
- Risk identification, analysis, and response planning
- Quality planning and assurance

Module 5: Project Monitoring and Control

- Progress tracking and performance measurement
- Issue identification and resolution
- Change management processes
- Project status reporting

Module 6: Project Closure

- Finalizing project deliverables
- Obtaining project sign-off
- Conducting lessons learned
- Transitioning project outputs

Module 7: Leadership and Team Management

- Leadership styles and strategies
- Team development and motivation
- Conflict resolution techniques

Module 8: Stakeholder Management

- Identifying and analyzing stakeholders
- Stakeholder engagement and communication strategies
- Managing stakeholder expectations

Module 9: Risk Management

- Risk identification and assessment techniques
- Risk response planning and mitigation strategies
- Monitoring and controlling project risks

Module 10: Quality Management

- Quality planning and assurance processes
- Quality control techniques and tools
- Continuous improvement strategies

The Project Management course provides participants with the knowledge, skills, and tools necessary to effectively manage projects from initiation to closure. Through a combination of theoretical learning, case studies, practical exercises, and interactive discussions, participants will gain the confidence and competence to lead successful projects and deliver value to their organizations.

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
- Flexib

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	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 _____