MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

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Course Profile Document

Investment and Career Development

Project Management

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

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSD2867	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course **View Online Course Page**

Course Overview

Welcome to the Project Management workshop. 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.

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

Research has consistently demonstrated that when clear goals are associated with learning that the learning occurs more easily and rapidly. With that in mind, let’s review our goals for today.

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

- Workshop Objectives

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
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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
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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	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 _____