PARTNERS IN KNOWLEDGE UK LTD
Suite No. 129
295 Chiswick High Road
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Non-Engineering Project Management

PIK784-0327 TRK-IST-2

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Place	: Istanbul	**Venue**	: Levni Hotel (Hoca Pa?a, Mahallesi, Ankara Cd. No:12, 34110 Fatih/?stanbul, TURKEY) - TBC		
Start Date	: 22-03-2027	**End Date**	: 02-04-2027	**PPP**	: £5550

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If you can't train them, you can't blame them!

Short Description:

COURSE OVERVIEW Project Management is an essential competency that spans multiple industries and professions, transcending the boundaries of technical fields. While many existing programs are primarily focused on engineering and technical professionals, the "Project Management for Non-Engineering" course is uniquely designed to cater to the needs of non-engineering professionals. This program aims to provide participants with fundamental knowledge and practical skills necessary for effective project planning, execution, and oversight within their specific domains. By focusing on adaptable methodologies and frameworks, this course empowers individuals to apply project management principles in various contexts, enhancing their ability to lead successful initiatives. The importance of project management in non-engineering sectors cannot be overstated, as it enables professionals to navigate complex tasks and coordinate resources efficiently. This course emphasizes the development of critical thinking, communication, and organisational skills essential for managing projects effectively. Participants will engage in hands-on activities and real-world scenarios that foster collaborative problem-solving and strategic decision-making. Ultimately, "Project Management for Non-Engineering" equips professionals with the tools to drive projects to completion, ensuring they meet objectives and deliver value within their organisations.

Course Overview:

COURSE OBJECTIVES

At the end of this program, participants will be able to:

- Grasp foundational principles and concepts of project management.
- Initiate and delineate project objectives and scope proficiently.
- Cultivate expertise in project planning, including scheduling.
- Develop skills in resource allocation for effective project execution.
- Acquire adeptness in risk assessment and mitigation strategies.
- Master communication techniques tailored for project teams.
- Implement methods for effective monitoring and controlling of projects.

TARGET AUDIENCE

- Marketing and Sales.
- Human Resources.
- Healthcare and Finance.
- Education and Event Planning.
- Public Relations.
- Information Technology (Non-Technical Roles) and Administration.
- Government Officials.

Program Outline:

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DAY 1: Introduction to Project Management

1. Understanding what constitutes a project.
2. Key characteristics that define a project.
3. The significance of project management in meeting organisational objectives.
4. Overview of essential terms such as scope, deliverables, stakeholders, and project lifecycle.
5. Discussion of project constraints, including time, cost, and quality.

DAY 2: Project Initiation

1. Techniques for effectively defining project objectives, goals, and criteria for success.
2. Identifying project limitations and assumptions.
3. Approaches for recognizing internal and external stakeholders.
4. Analysing the interests and expectations of stakeholders.
5. Creating a communication plan for stakeholders.

DAY 3: Project Planning

1. Developing a comprehensive Work Breakdown Structure (WBS) to decompose project tasks into manageable segments.
2. Structuring work packages and subtasks.
3. Introduction to Gantt charts and critical path analysis.
4. Setting project milestones and understanding dependencies.
5. Assigning resources, managing conflicts, and optimizing resource utilization.

DAY 4: Risk Management

1. Methods for identifying potential risks and opportunities.
2. Qualitative approaches to risk assessment.
3. Quantitative techniques for evaluating risks.
4. Formulating a risk response strategy for identified risks.
5. Monitoring and managing risks throughout the project lifecycle.

DAY 5: Communication and Collaboration

1. Techniques for effective and clear communication within project teams.
2. Tackling communication obstacles.
3. Recognising cultural differences.
4. Introduction to collaboration tools and software for remote teams.
5. Conducting productive meetings and discussions.

DAY 6: Project Monitoring and Control

1. Establishing key performance indicators (KPIs) and metrics for the project.
2. Tracking project progress through consistent status updates.
3. Identifying discrepancies from the initial project plan.
4. Implementing corrective measures.
5. Managing change processes.

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DAY 7: Adapting Methodologies

1. Utilising Agile principles in non-technical projects.
2. Applying Scrum techniques, including sprints, retrospectives, and managing the product backlog.
3. Understanding the traditional Waterfall approach to project management.
4. Investigating hybrid project management strategies.
5. Merging elements of Waterfall and Agile methodologies.

DAY 8: Problem-Solving and Decision-Making

1. Approaches for recognising, categorising, and addressing project challenges.
2. Conducting root cause analysis and utilising problem-solving frameworks.
3. Leveraging data and KPIs to guide project decisions.
4. Making informed decisions based on quantitative analysis.
5. Making informed decisions based on qualitative analysis.

DAY 9: Stakeholder Engagement

1. Mapping stakeholder influence and interest using a stakeholder matrix.
2. Strategies for aligning stakeholder expectations.
3. Tactics for resolving stakeholder conflicts.
4. Techniques for effective communication and engagement with stakeholders.
5. Cultivating trust and rapport with essential project stakeholders.

DAY 10: Project Execution and Closure

1. Overseeing project teams and resources during the execution phase.
2. Tracking progress against the project timeline and objectives.
3. Conducting closure activities, including documenting lessons learned.
4. Delivering final outputs to stakeholders.
5. Ensuring acceptance of the project deliverables.