

Project Management Training 101



Overview

Most projects struggle not because of poor execution, but because they never begin with clarity and alignment.

This highly interactive workshop equips participants with a practical, proven approach to launch and plan projects the right way. Through real-world case studies, hands-on exercises, and facilitated discussions, participants learn to clearly define project objectives, scope, roles, and success measures while building a strong foundation in project management principles.

A comprehensive Excel Workbook and Training Guide loaded with examples and templates are provided electronically.

Key Topics

- Project objectives, scope, and success measures
- Roles, responsibilities, and team alignment
- Core project management concepts and terminology
- Project Charter structure and components
- High-level project planning frameworks and tools
- Project execution fundamentals and governance

Learn How to

- Use a proven process to develop an effective project charter
- Align stakeholders and build commitment across the project team
- Define clear scope, roles, and success measures for a project
- Translate charter elements into an actionable high-level project plan
- Apply practical tools and templates to real-world project scenarios
- Utilize an Excel Workbook and Training Guide to support project planning

Objectives

By the end of this session, participants will:

- Understand and apply essential project management principles
- Build a strong project foundation through a well-defined charter
- Develop planning skills that drive execution and successful outcomes
- Create a Project Charter and high-level Project Plan that establish ownership, accountability, and measurable results

Ideal For

- Beginner to intermediate-level project managers seeking a structured approach
- Team leads responsible for planning and executing project initiatives
- Functional experts contributing to cross-functional projects
- Individuals supporting both systems and non-systems projects

Agenda — Full Day (8 Hours)

Duration Options

- Full-Day (8 hours) — preference in person.
- Includes prework to maximize session effectiveness

Format

Training offered virtually, in-person, or blended delivery formats.

Morning Session (4 hours)

- Introduction/Class Overview
- Ice Breaker
- Prework Survey Results
- Project Management Key Concepts and Definitions
- Project Charter Overview
- Case Study - Team Breakouts– Build a Project Charter
- Teams Sharing
- Wrap-up

Afternoon Session (4 hours)

- Class Overview
- Ice Breaker
- Project Planning Key Concepts and Definitions
- Case Study - Team Breakouts– Build a Project Plan
- Teams Sharing
- Project Execution – Key Concepts and Tools
- Wrap-up