HDTC Training Center

Presents

Technical proposal of the Training program

Fundamentals of Project Management

Introduction

This course provides a comprehensive and foundational understanding of essential project management principles and practices. It is specifically designed for employees tasked with managing internal projects and organizational initiatives who have limited formal training. Recognizing that project management is a mindset that requires practice and discussion to master, this program is structured over three days. This expanded format allows participants to move beyond theory and fully engage with the material through interactive workshops, team-based simulations, and in-depth case study analysis, ensuring the concepts are not just learned but absorbed.

Program Objectives:

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

- Gain a foundational understanding of project management processes.

- Effectively plan and schedule projects using established techniques.

- Utilize tools to identify, assess, and manage project risks and resources.

- Enhance stakeholder communication and improve project reporting clarity.

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Program Outlines:

Day 1 – Foundations of Project Management & Planning

09:00 – 09:30 | Welcome & Icebreaker

- Introductions
- Setting expectations
- Brief intro video on the importance of project management mindset

09:30 – 11:00 | Understanding Project Management Fundamentals

- Definitions, key concepts, and lifecycle stages
- The PM mindset vs. the task-based approach
- Role of the project manager

11:00 – 11:15 | Coffee Break

11:15 – 13:00 | Project Initiation & Planning

- Stakeholder identification & engagement
- Creating project charters
- Scope definition, objectives, and deliverables

13:00 – 14:00 | Lunch Break

14:00 – 16:00 | Team-Based Planning Workshop

- Group case study: Initiating a new project
- Assigning team roles (sponsor, PM, team lead, etc.)
- Interactive planning session (WBS, scheduling tools)

Day 2 — Execution, Communication & Risk

09:00 — 10:30 | Project Execution & Communication

- Project communication strategies
- Tools and technologies (e.g., MS Project, Trello, dashboards)
- Video-based scenario: Communicating under pressure

10:30 — 10:45 | Coffee Break

10:45 — 13:00 | Risk Management in Projects

- Identifying and assessing risks
- Mitigation strategies
- Real-life case analysis in teams

13:00 — 14:00 | Lunch Break

14:00 — 16:00 | Simulation Part 1: Mid-Project Execution

- Teams continue their project from Day 1
- Handle simulated mid-project challenges (risks, scope creep, conflict)
- Trainer facilitates live feedback & coaching

Day 3 — Monitoring, Change, Closure & Reflection

09:00 — 10:30 | Monitoring Progress & Managing Change

- KPIs, dashboards, earned value analysis
- Managing scope changes and approvals
- Hands-on activity: Interpreting project performance data

10:30 — 10:45 | Coffee Break

10:45 – 13:00 | Simulation Part 2: Project Closeout & Stakeholder Presentation

- Teams finalize their simulated projects
- Present outcomes to the class (peer & trainer feedback)

13:00 – 14:00 | Lunch Break

14:00 – 16:00 | Debrief, Lessons Learned & Action Planning

- Group reflection
- What went well / What to improve
- Personal action plans: How will you apply this in real work?
- Final Q&A

Program Outputs:

By the end of the 3-day program, participants will be able to:

- Understand the full project management lifecycle.
- Apply planning, execution, and monitoring tools effectively.
- Manage risks and handle project changes confidently.
- Communicate clearly with stakeholders and project teams.
- Lead and collaborate in team-based project simulations.
- Reflect on lessons learned and create action plans for real-world application.

Target Audience:

- Employees managing projects
- company events
- organizational initiatives with limited or no formal project management training.
- Team members and coordinators involved in projects
- Functional managers overseeing projects
- Professionals seeking a strong foundation in project management

Program competencies and qualifications:

- Project planning and scheduling
- Risk management
- Team coordination
- Stakeholder communication
- Problem-solving and decision-making

Training methods:

- Technology-Based Learning.
- Simulation in Training.
- On-the-job guidance.
- Trainer-Led Training.
- Work Teams and Roles.
- Films and Videos.
- Case Studies and Workshops