



Project Management Fundamentals

Benefits of this training

This two-day training course immerses participants in the complete project lifecycle through a realistic and engaging case study. It provides a practical introduction to the key areas of expertise that project managers need to master, while highlighting the importance of teamwork and collaboration in achieving project success.

Learning objectives

Understand and acquire the fundamentals of Project Management:

- Learn the golden rules of Project Management
- Understand how to properly initiate and define a project
- Learn how to structure project activities and deliverables
- Define roles and responsibilities within a project
- Develop a project schedule
- Acquire the principles of project budgeting
- Acquire effective communication techniques for working with project teams
- Understand how to identify and manage project risks
- Monitor and control project progress
- Understand project closure activities and best practices

Teaching approaches

The training combines theoretical sessions (25%) with hands-on application (75%) in small teams of 4 to 6 participants based on an interactive and engaging case study.

Throughout the course, participants practice proven project management methods and best practices across all key project management disciplines.

All phases of the project lifecycle are covered during the training, from project initiation through to project closure.

Target audience

- Anyone new Project team member willing to develop a structured approach of project delivery, strengthen their practices, or acquire the essential knowledge and skills required to manage projects.
- Project teams participating in a team-building programme prior to the launch of a new project.

In-house training

Duration: 2 Days

Presential or Remote learning
Customization possible

Language: English or French

Prerequisites: none

Recommendations:
none

Access timeframe: 2 weeks

Implementation timelines:
Based on the analysis of the client's needs

Evaluation:
Self-assessment of prior knowledge at the start of the training program
Self-Assessment form upon completion of Training

Methods used for the workshop:
In full-group and sub-groups, role-playing based on a central case study

8 to 12 participants

Accessibility for disabled people:
Yes, please contact us to discuss options

Prices: Please, contact us



SETEC IPMC

Central Seine Building
42/52 Quai de la Rapée
75012 PARIS

Tel. +33 1 82 51 43 00
formation@ipmc.setec.fr

Program

Project Management Fundamentals

- Understand the golden rules of Project Management

Defining the Project

- Develop the Project Charter

The phases of a transformation project

- A 3-step structuration
- The phases of a Transformation Project
- Objectives and Key Success Factors

Project Planning

- Manage project schedules and deadlines
- Develop the project logic through milestones and deliverables
- Identify the critical path and schedule float

Managing a Project Team

- Adapt your leadership and management style according to project stakeholders and project phases

Budget Development and Consolidation

- Build the project budget and identify optimization opportunities
- Support decision-making through Value Analysis

Managing Project Risks and Opportunities

- Identify project risks and their root causes
- Assess risk severity and potential impacts

Monitoring and Controlling Project Progress

- Analyze project performance and progress
- Prepare project status reports
- Present project progress to the Project Steering Committee

Closing the Project

- Capture and capitalize on lessons learned
- Conduct a Lessons Learned Review (Post-Project Review)



SETEC IPMC

Central Seine Building
42/52 Quai de la Rapée

75012 PARIS

Tel. +33 1 82 51 43 00

formation@ipmc.setec.fr

Key Figures

More than **20,000 participants** worldwide over nearly **20 years**.

For **90%** of participants (*), the training pedagogical progress is perfectly matching their needs.

97% of participants (*) highlight our trainers' ability to bring knowledge to life, drawing on their real-world professional experiences.

Our training programs meet the objectives (**) for **93%** of the participants (*)

(*) Period from January 2025 – December 2025

(**) usefulness of the content for professional development and overall satisfaction of the training