



HEBO

# **Project Management Fundamentals course**



*Welcome!*  
*Interested In Project Management?*  
*This is Where you Start*

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# Why Get Project Management Fundamentals

Successfully managing a project requires effective planning and adherence to the industry's best practices in every step of the process. By understanding the fundamentals of project management, you will be better prepared to initiate a project in your organization and position it for success.

In this course, you will identify effective project management practices and their related processes. At this point in your professional development, you are ready to take on the responsibility for managing projects.

You can manage a project by developing a solid understanding of the fundamentals of project management and its underlying structure and elements, including project phases, project life cycles, stakeholders, and areas of expertise.

These, coupled with the ability to identify the project management processes that are recognized industry-wide as good practice, will help you to apply effective project management techniques to improve the efficiency of your projects and ensure their success.



# Eligibility

Anyone who is considering a career path in project management and desiring a complete overview of the field and its generally accepted practices can benefit from this course.

## Prerequisites

This course has no pre-requisites however some practical experience in participating in managed projects would be preferable.

## Course Objectives

In this course, you will examine the elements of sound project management and apply the generally recognized practices to successfully manage projects.

You will:

- Identify the key processes and requirements of project management.
- Initiate a project.
- Plan for time and cost.
- Plan for project risks, communication, and change control.
- Execute, manage, and control a project.
- Close a project.

# Program Overview

Here is what you get in this program:

## Official Course Material

You will get the practical course content to understand the fundamentals of project management and principles of managing a project from start to finish.

## Student Handbook

This will provide you with tools, videos, templates, and checklists that will guide you in implementing projects in your field.

## Practice Sessions

There will be breakout sessions to facilitate discussion and practical exercises to give you hands on skills to managing a project.

## Certificate of Course completion

Upon completion and assessment, you will receive a certificate of competency in project management fundamentals from HEBO Consult.

# Program Outline

## Lesson 1. Getting Started with Project Management

Topic A: Identify the Characteristics of a Project

Topic B: Identify the Project Management Life Cycle

Topic C: Identify the Role of a Project Manager ground rules

## Lesson 2. Initiating a Project

Topic A: Determine the Scope of a Project

Topic B: Identify the Skills for a Project Team

Topic C: Identify the Risks to a Project

## Lesson 3. Planning for Time and Cost

- Topic A: Create a WBS
- Topic B: Sequence the Activities
- Topic C: Create a Project Schedule
- Topic D: Determine Project Costs

## Lesson 4. Planning for Project Risks, Communication, and Change Control

- Topic A: Analyze the Risks to a Project
- Topic B: Create a Communication Plan
- Topic C: Plan for Change Control

## Lesson 5. Keeping the Business in Mind

- Topic A: Begin Project Work
- Topic B: Execute the Project Plan
- Topic C: Track Project Progress
- Topic D: Report Performance
- Topic E: Implement Change Control

## Lesson 6. Closing the Project

- Topic A: Close a Project
- Topic B: Create a Final Report

# Group Training Solutions

Looking for a personalized training for a group (5 or more participants)? contact us to get preferable discount?

**HOW CAN WE BE OF SERVICE?  
REACH US THROUGH**

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