

A photograph of two men in a professional setting. One man, wearing a dark blue blazer, is leaning over a desk and pointing at a laptop screen. The other man, wearing a light grey sweater, is sitting at the desk and looking at a large sheet of paper with technical drawings or blueprints. The background is a modern office with a window.

aractech

Global Learning for Operational Leaders

PROJECT MANAGEMENT | PM-011

Project Management Essentials

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Course content

Why Attend

Course Introduction

This Project Management Essentials training course is designed to enhance your project management skills by focusing on effective management and leadership techniques. You will learn how to identify risks, solve problems, delegate tasks, and communicate effectively. The training course also emphasizes controlling your team and work environment while fostering a culture of improved safety. Essential for all project managers, this Project Management Essentials training course will help you and your team develop the necessary skills to manage projects successfully and create a positive, secure working environment.

Course Methodology

Course Objectives

Target Audience

Course outline

Detailed course outline

Day-by-day outline for Project Management Essentials.

Day 1 - Project Management Basics, History, Benefits and Components

- Understanding what project management is
- Defining project and product life cycles
- Understanding Best Practice Project Management
- How to Initiate a Project: How to do it
- Managing the project selection process
- Writing SMART objectives and business cases

Day 2 - Project Planning, Charters, Work Breakdown Structures and Scope Statements

- Developing the project documentation for senior management sign-offs
- Defining the project management
- Understand how to collect requirements
- Defining the full project scope
- Creating and analysing the project with Work Breakdown Structures
- Practical Exercise: Writing the Project Charter

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Day 3 - Creating and Managing the Project Schedule and Budget

- Understanding what a realistic schedule is
- Defining and managing dependencies
- How to estimate project durations and costs
- Creating and optimising the project schedule
- Presenting your schedule and resource constraints
- How to control the cost, schedule and resources

Day 4 - Planning for Quality, HR, Communications, Risk and Procurement

- Defining and controlling project KPI's / Metrics
- Presenting and defining the project resource plan
- Developing a communication plan
- Managing Virtual Teams
- Understanding and reviewing project risk
- Managing the project contract against project constraints

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Day 5 - Working, Controlling and Closing the Project

- Using project software to track projects
- Dealing with project management problems
- Project case reviews and discussion
- Project Management leadership, communications and meetings best practices
- Closing the project including project administration, hand-offs, document updates, and lessons learned
- Lessons learned, why, when and what

Seminar dates

Available seminar dates

Live dates and pricing for Project Management Essentials generated from the course details page.

Date	Location	Format	Fee
11 - 15 May 2026	Amsterdam	Classroom	€2,975
8 - 12 June 2026	London	Classroom	€2,940
6 - 10 July 2026	Istanbul	Classroom	€1,995
10 - 14 August 2026	Vienna	Classroom	€2,975
14 - 18 September 2026	Barcelona	Classroom	€2,695
5 - 9 October 2026	Paris	Classroom	€3,150
16 - 20 November 2026	Frankfurt	Classroom	€2,275

Live online option

Online delivery is available at €1,250.