



PROJECT MANAGEMENT | PM-025

Project Management Fundamentals for Non-Project Managers

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Course content

Why Attend

Many professionals lead or contribute to projects without formal project management training. A basic toolkit helps them deliver initiatives on time and within budget while avoiding common mistakes.

This Aractech course introduces project life cycles, defining scope and objectives, stakeholders, planning and scheduling, budgeting, risk, communication, monitoring and closing projects, using simple, practical tools. Participants plan a real project from their work.

Course Methodology

- Practical workshops
- Templates
- Case project
- Group discussions
- Action planning

Course Objectives

- Understand project life cycles and roles
- Define project scope and objectives
- Identify and engage stakeholders
- Plan schedules and budgets
- Manage risks and issues
- Monitor progress and close projects

Target Audience

- Professionals leading occasional projects
- Team leaders

Course content

- Functional specialists
- Administrative staff coordinating projects

Course outline

Detailed course outline

Day-by-day outline for Project Management Fundamentals for Non-Project Managers.

Day 1 - Project Basics

- 09:00-09:45 | What a project is
- 09:45-10:30 | Life cycles
- 10:30-11:00 | Roles
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Roles (continued)
- 11:45-12:30 | Success factors
- 12:30-14:00 | Exercise: Project selection

Day 2 - Defining the Project

- 09:00-09:45 | Objectives
- 09:45-10:30 | Scope
- 10:30-11:00 | Stakeholders
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Stakeholders (continued)
- 11:45-12:30 | Project charter
- 12:30-14:00 | Workshop: Project charter

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Day 3 - Planning

- 09:00-09:45 | Work breakdown
- 09:45-10:30 | Scheduling
- 10:30-11:00 | Resources
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Resources (continued)
- 11:45-12:30 | Budgets
- 12:30-14:00 | Exercise: Simple schedule

Day 4 - Risk and Communication

- 09:00-09:45 | Risk identification
- 09:45-10:30 | Risk responses
- 10:30-11:00 | Communication plans
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Communication plans (continued)
- 11:45-12:30 | Meetings
- 12:30-14:00 | Case study: Project in trouble

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Day 5 - Delivering and Closing

- 09:00-09:54 | Monitoring progress
- 09:54-10:48 | Change control
- 10:48-11:00 | Closing projects
- 11:00-11:30 | Coffee break
- 11:30-12:12 | Closing projects (continued)
- 12:12-13:06 | Lessons learned
- 13:06-14:00 | Capstone: Project plan presentation

Seminar dates

Available seminar dates

Live dates and pricing for Project Management Fundamentals for Non-Project Managers generated from the course details page.

Date	Location	Format	Fee
9 - 13 November 2026	Barcelona	Classroom	€2,815
14 - 18 December 2026	Paris	Classroom	€3,825
18 - 22 January 2027	Munich	Classroom	€3,225
15 - 19 February 2027	Kuala Lumpur	Classroom	€1,925
15 - 19 March 2027	Amsterdam	Classroom	€2,830
19 - 23 April 2027	London	Classroom	€2,315
17 - 21 May 2027	Munich	Classroom	€3,225
21 - 25 June 2027	Barcelona	Classroom	€2,815
19 - 23 July 2027	Cape Town	Classroom	€1,625
16 - 20 August 2027	Munich	Classroom	€3,225

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