

PROJECT MANAGEMENT | COURSE BROCHURE

Process-Based Project Management: Stages, Controls and Governance

5 days | Classroom training | English

SMART HORIZON

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Course content

Why attend

Process-based project management methods provide a structured framework of principles, themes and processes for controlling projects through defined stages. This course explains how to organise a project, define roles, manage by stages and exception, control quality and risk, and handle change. It is suitable for organisations that use structured methods or want to introduce consistent project governance.

Projects without clear governance and stage control often drift. This course helps you apply a structured, well-governed approach that keeps projects aligned with their business justification.

Professional Problems This Course Is Designed to Solve

• Difficulty translating subject knowledge into practical workplace decisions.
• Inconsistent approaches to the activities covered in the course outline.
• Lack of a structured plan for applying and reviewing new skills.

Course methodology

The course uses a case project, process walkthroughs, role exercises, document templates and governance workshops. It is not an accredited certification course.

Course objectives

By the end of this course, participants will be able to:
• Explain the principles of process-based project management
• Define project organisation and roles
• Prepare business cases, plans and stage plans
• Manage by stages and exception
• Control risk, quality, issues and change
• Close projects and capture lessons

Target audience

This course is suitable for:
• Project managers and team managers
• Project sponsors and board members
• PMO staff
• Project support officers
• Professionals new to structured project methods



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Target competencies

Participants will develop competencies in:

- Project governance
- Stage management
- Business case management
- Risk and issue control
- Change control
- Project closure

Course outline

Day 1: Principles and Organisation

09:00–09:54	Principles of structured project management
09:54–10:48	Project board, manager and team roles
10:48–11:00	Project assurance and support
11:00–11:30	**Coffee break**
11:30–12:12	Project assurance and support (continued)
12:12–13:06	Tailoring to the environment
13:06–14:00	Exercise: Designing project organisation

Day 2: Starting and Initiating

09:00–09:54	Project mandate and brief
09:54–10:48	Business case
10:48–11:00	Project initiation documentation
11:00–11:30	**Coffee break**
11:30–12:12	Project initiation documentation (continued)
12:12–13:06	Approaches to quality, risk and change
13:06–14:00	Workshop: Writing a business case



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Day 3: Plans and Stages

09:00–09:54	Planning levels
09:54–10:48	Product-based planning
10:48–11:00	Stage boundaries
11:00–11:30	**Coffee break**
11:30–12:12	Stage boundaries (continued)
12:12–13:06	Tolerances and exceptions
13:06–14:00	Exercise: Product breakdown structure

Day 4: Controlling a Stage

09:00–09:54	Work packages
09:54–10:48	Monitoring progress
10:48–11:00	Issues, risks and change requests
11:00–11:30	**Coffee break**
11:30–12:12	Issues, risks and change requests (continued)
12:12–13:06	Highlight and exception reports
13:06–14:00	Case study: Handling an exception

Day 5: Closing and Improving

09:00–09:54	Stage and project closure
09:54–10:48	Benefits review planning
10:48–11:00	Lessons learned
11:00–11:30	**Coffee break**
11:30–12:12	Lessons learned (continued)
12:12–13:06	Embedding structured methods
13:06–14:00	Capstone: Project governance plan

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the



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sessions. They are indicative only and do not constitute a binding commitment.

Dates, venues and fees

Current published course plans. Fees are per participant in GBP, excluding unconfirmed taxes.

Venue	Start date	End date	Fee (GBP)
Dubai Confirmed dates	9 Nov 2026	13 Nov 2026	**£3,150.–**
Online Confirmed dates	9 Nov 2026	13 Nov 2026	**£1,250.–**
Frankfurt Confirmed dates	23 Nov 2026	27 Nov 2026	**£2,650.–**
Online Confirmed dates	23 Nov 2026	27 Nov 2026	**£1,250.–**
Kuala Lumpur Confirmed dates	7 Dec 2026	11 Dec 2026	**£1,450.–**
Online Confirmed dates	7 Dec 2026	11 Dec 2026	**£1,250.–**
Paris Confirmed dates	14 Dec 2026	18 Dec 2026	**£2,860.–**
Online Confirmed dates	14 Dec 2026	18 Dec 2026	**£1,250.–**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Istanbul Confirmed dates	11 Jan 2027	15 Jan 2027	**£2,650.-**
Online Confirmed dates	11 Jan 2027	15 Jan 2027	**£1,250.-**
Cape Town Confirmed dates	18 Jan 2027	22 Jan 2027	**£1,890.-**
Online Confirmed dates	18 Jan 2027	22 Jan 2027	**£1,250.-**
Amsterdam Confirmed dates	25 Jan 2027	29 Jan 2027	**£2,540.-**
Online Confirmed dates	25 Jan 2027	29 Jan 2027	**£1,250.-**
Singapore Confirmed dates	8 Feb 2027	12 Feb 2027	**£2,820.-**
Online Confirmed dates	8 Feb 2027	12 Feb 2027	**£1,250.-**
London Confirmed dates	22 Feb 2027	26 Feb 2027	**£2,450.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	22 Feb 2027	26 Feb 2027	**£1,250.–**
Dubai Confirmed dates	8 Mar 2027	12 Mar 2027	**£3,150.–**
Online Confirmed dates	8 Mar 2027	12 Mar 2027	**£1,250.–**
Barcelona Confirmed dates	15 Mar 2027	19 Mar 2027	**£2,840.–**
Online Confirmed dates	15 Mar 2027	19 Mar 2027	**£1,250.–**
Frankfurt Confirmed dates	22 Mar 2027	26 Mar 2027	**£2,650.–**
Online Confirmed dates	22 Mar 2027	26 Mar 2027	**£1,250.–**
Kuala Lumpur Confirmed dates	12 Apr 2027	16 Apr 2027	**£1,450.–**
Online Confirmed dates	12 Apr 2027	16 Apr 2027	**£1,250.–**



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Dates, venues and fees (continued)

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Paris Confirmed dates	26 Apr 2027	30 Apr 2027	**£2,860.-**
Online Confirmed dates	26 Apr 2027	30 Apr 2027	**£1,250.-**
Istanbul Confirmed dates	10 May 2027	14 May 2027	**£2,650.-**
Online Confirmed dates	10 May 2027	14 May 2027	**£1,250.-**
Rome Confirmed dates	17 May 2027	21 May 2027	**£2,450.-**
Online Confirmed dates	17 May 2027	21 May 2027	**£1,250.-**
Amsterdam Confirmed dates	24 May 2027	28 May 2027	**£2,540.-**
Online Confirmed dates	24 May 2027	28 May 2027	**£1,250.-**
Singapore Confirmed dates	14 Jun 2027	18 Jun 2027	**£2,820.-**



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Dates, venues and fees (continued)

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Online Confirmed dates	14 Jun 2027	18 Jun 2027	**£1,250.–**
London Confirmed dates	21 Jun 2027	25 Jun 2027	**£2,450.–**
Online Confirmed dates	21 Jun 2027	25 Jun 2027	**£1,250.–**
Dubai Confirmed dates	12 Jul 2027	16 Jul 2027	**£3,150.–**
Online Confirmed dates	12 Jul 2027	16 Jul 2027	**£1,250.–**
Vienna Confirmed dates	19 Jul 2027	23 Jul 2027	**£2,940.–**
Online Confirmed dates	19 Jul 2027	23 Jul 2027	**£1,250.–**
Frankfurt Confirmed dates	26 Jul 2027	30 Jul 2027	**£2,650.–**
Online Confirmed dates	26 Jul 2027	30 Jul 2027	**£1,250.–**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Kuala Lumpur Confirmed dates	9 Aug 2027	13 Aug 2027	**£1,450.-**
Online Confirmed dates	9 Aug 2027	13 Aug 2027	**£1,250.-**
Paris Confirmed dates	23 Aug 2027	27 Aug 2027	**£2,860.-**
Online Confirmed dates	23 Aug 2027	27 Aug 2027	**£1,250.-**
Rome Confirmed dates	6 Sept 2027	10 Sept 2027	**£2,450.-**
Online Confirmed dates	6 Sept 2027	10 Sept 2027	**£1,250.-**
Istanbul Confirmed dates	13 Sept 2027	17 Sept 2027	**£2,650.-**
Online Confirmed dates	13 Sept 2027	17 Sept 2027	**£1,250.-**
Amsterdam Confirmed dates	20 Sept 2027	24 Sept 2027	**£2,540.-**



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Dates, venues and fees (continued)

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Online Confirmed dates	11 Oct 2027	15 Oct 2027	**£1,250.-**
London Confirmed dates	25 Oct 2027	29 Oct 2027	**£2,450.-**
Online Confirmed dates	25 Oct 2027	29 Oct 2027	**£1,250.-**
Dubai Confirmed dates	8 Nov 2027	12 Nov 2027	**£3,150.-**
Online Confirmed dates	8 Nov 2027	12 Nov 2027	**£1,250.-**
Cape Town Confirmed dates	15 Nov 2027	19 Nov 2027	**£1,890.-**
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Kuala Lumpur Confirmed dates	6 Dec 2027	10 Dec 2027	**£1,450.–**
Online Confirmed dates	6 Dec 2027	10 Dec 2027	**£1,250.–**
Paris Confirmed dates	13 Dec 2027	17 Dec 2027	**£2,860.–**
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Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon UK certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

Contact Smart Horizon

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