

PROJECT MANAGEMENT | COURSE BROCHURE

Project Management Specialist

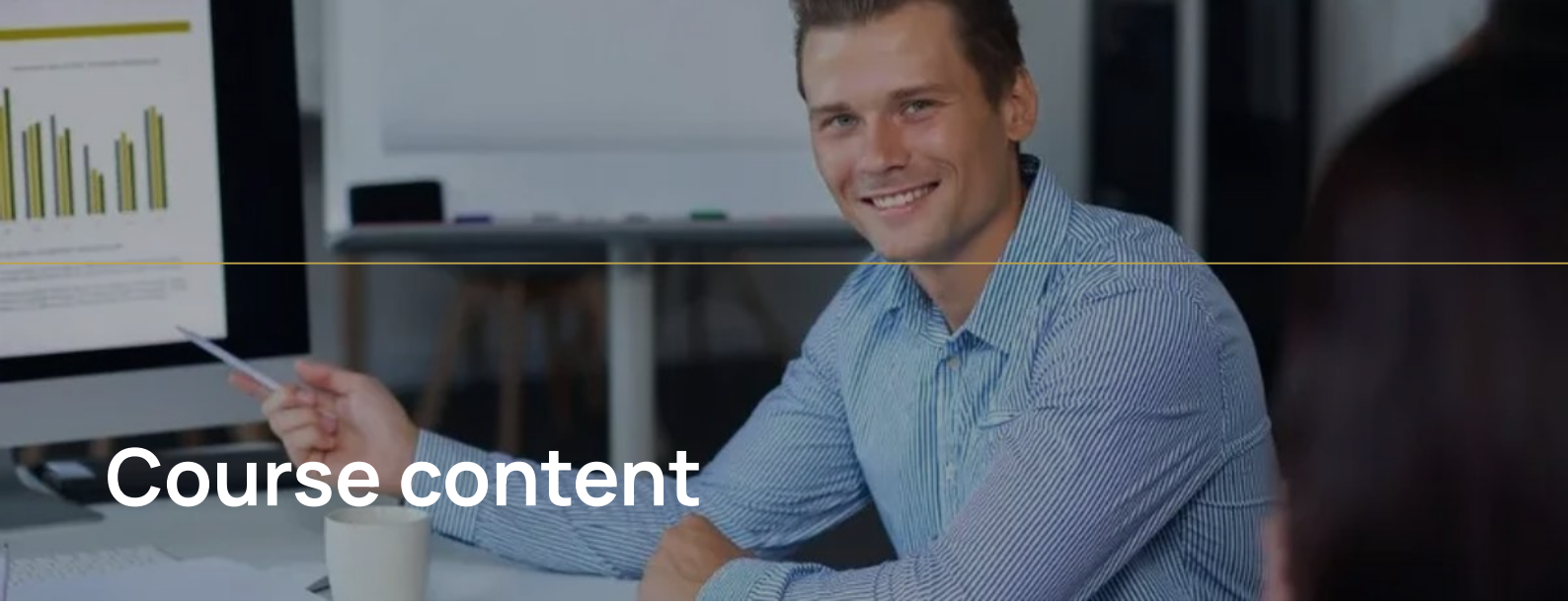
5 days | Classroom training | English

SMART HORIZON

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Course content

Why attend

This course equips professionals with advanced project management skills, focusing on methodologies, tools, and techniques essential for successful project delivery. Participants will learn to manage complex projects, mitigate risks, and enhance stakeholder engagement, ensuring effective outcomes in their organisations.

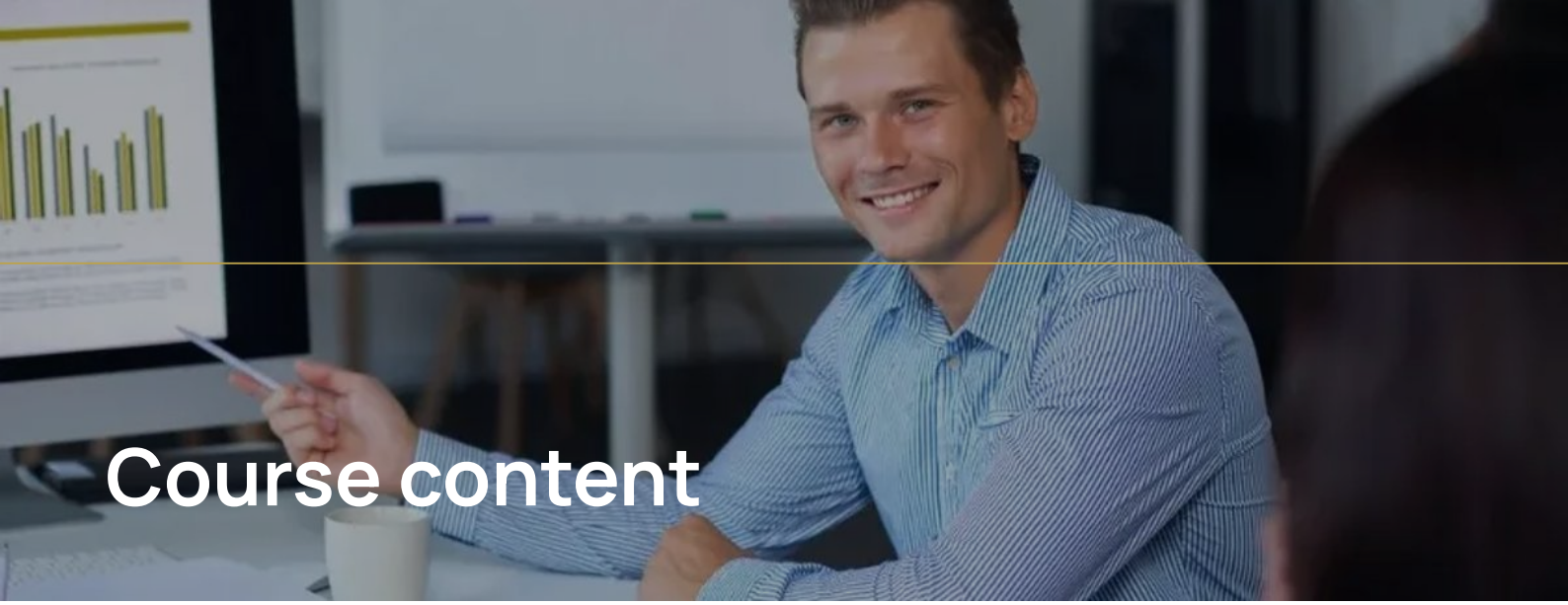
Project managers frequently encounter challenges in delivering projects on time and within budget, necessitating a deep understanding of methodologies and tools. This course addresses these issues by providing practical skills to manage project scope, resources, and timelines effectively. Participants will engage in exercises that simulate real-world scenarios, enhancing their decision-making capabilities. They will practice developing project plans, managing risks, and communicating with stakeholders, ensuring they are equipped to lead projects confidently and competently in their respective fields. By mastering these skills, participants can significantly improve project outcomes and contribute to their organisation's success.
Effective project management is critical for organisations that must adapt quickly to changing demands. This course prepares participants to tackle common project challenges such as scope creep, resource allocation, and stakeholder misalignment. Through hands-on activities, they will learn to create comprehensive project charters, develop risk management strategies, and implement stakeholder engagement plans. These capabilities are essential for making informed decisions that drive project success. Participants will leave with practical tools and techniques that can be applied immediately in their roles, fostering a culture of accountability and excellence in project delivery.

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 employs a blend of interactive workshops, case studies, and simulations to build practical project management capabilities. Participants will engage in group activities to develop project charters, risk management plans, and stakeholder communication strategies. Each session culminates in a tangible output, such as a project plan or risk assessment, providing evidence of learning and application. Realistic scenarios will be used to challenge participants, encouraging them to apply their knowledge in a controlled environment. This approach ensures that participants not only understand theoretical concepts but also gain the confidence to implement them effectively in their professional practice, enhancing their overall project management skills.



Course content

Course objectives

By the end of this course, participants will be able to:
• Analyse project requirements to develop a comprehensive project charter that outlines objectives and scope.
• Design a project schedule using Gantt charts and critical path methods to ensure timely delivery.
• Assess project risks and create a detailed risk management plan to mitigate potential issues.
• Prioritise stakeholder engagement strategies for effective communication and relationship management.
• Construct a project budget based on resource allocation and cost estimation to maintain financial control.
• Justify project decisions using earned value management techniques and metrics to evaluate performance.
• Evaluate project performance using key performance indicators (KPIs) and reporting standards to ensure alignment with goals.
• Develop a comprehensive project closure report to capture lessons learned and best practices for future projects.

Target audience

This course is suitable for:
• Project Managers seeking advanced skills in project delivery.
• Team Leaders responsible for managing project teams and resources.
• Business Analysts involved in project requirements gathering and analysis.
• Operations Managers overseeing project implementation and performance.

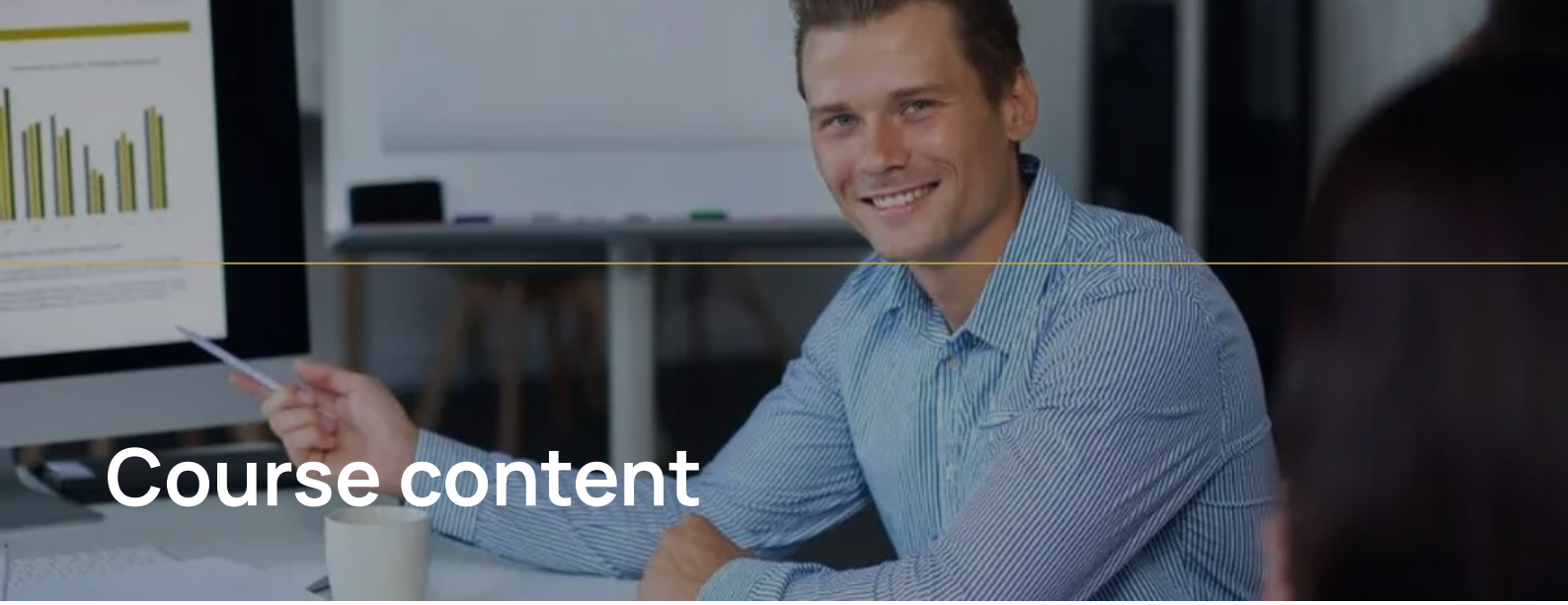
Target competencies

Participants will develop competencies in:
• Advanced project planning and scheduling techniques.
• Risk identification and mitigation strategies.
• Effective stakeholder communication and engagement.
• Budgeting and financial management for projects.
• Utilisation of project management software tools.
• Application of earned value management principles.

Course outline

Day 1: Foundations of Project Management

Applied activity: Develop a project charter for a fictional project, including objectives, scope, stakeholders, and deliverables using a chosen methodology. Consider potential challenges and how to address them during the project lifecycle, ensuring clarity and alignment.
Output: A completed project charter document outlining project objectives and scope.



Course content

09:00–09:54	Overview of project management methodologies (Agile, Waterfall, PRINCE2) and their applications.
09:54–10:48	Key project management processes: initiation, planning, execution, monitoring, and closure explained.
10:48–11:00	Understanding project scope and defining deliverables clearly to avoid scope creep.
11:00–11:30	**Coffee break**
11:30–12:12	Understanding project scope and defining deliverables clearly to avoid scope creep. (continued)
12:12–13:06	Stakeholder identification and analysis techniques for effective engagement and communication.
13:06–14:00	Introduction to project management tools and software for planning and execution.

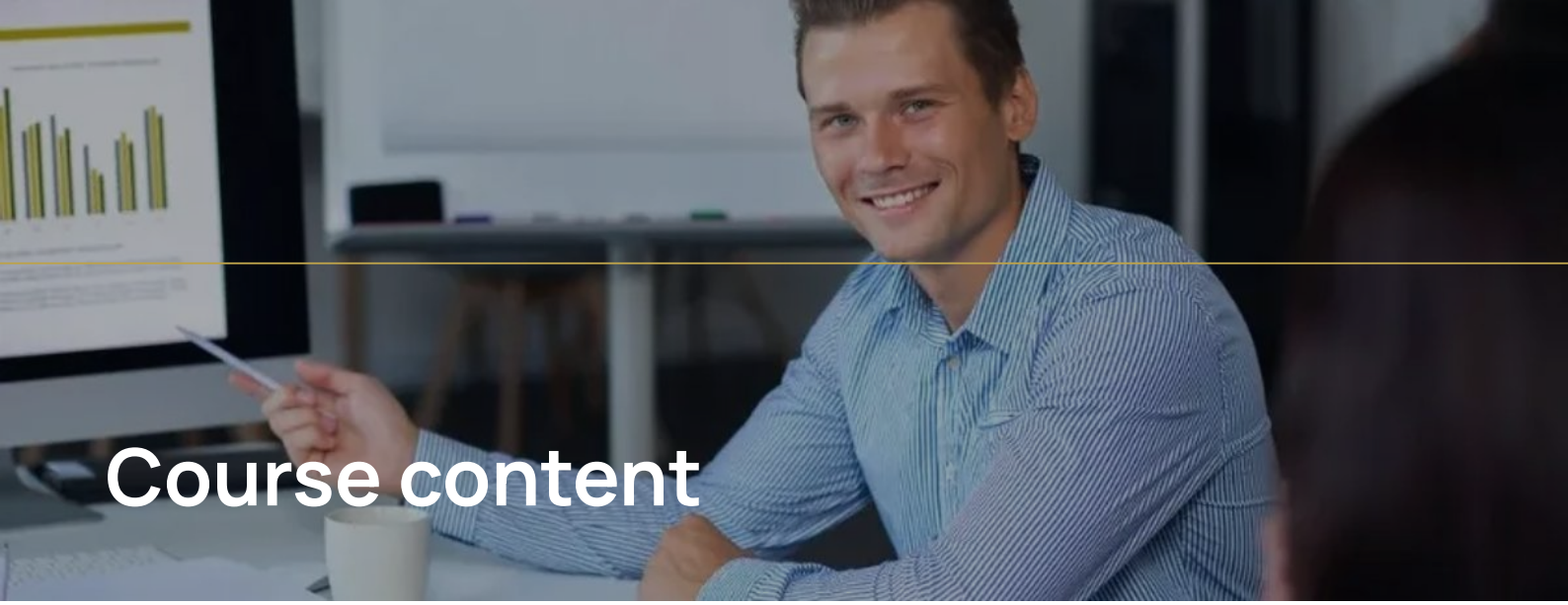
Day 2: Project Planning and Scheduling

Applied activity: Create a detailed project schedule for the fictional project, incorporating WBS and Gantt charts to illustrate timelines and dependencies. Justify your scheduling decisions based on resource availability and project constraints to ensure feasibility.
Output: A project schedule document with Gantt chart and WBS clearly illustrated.

09:00–09:54	Creating a work breakdown structure (WBS) to outline project tasks and deliverables in detail.
09:54–10:48	Developing a project schedule using Gantt charts and critical path analysis for effective time management.
10:48–11:00	Identifying task dependencies and resource allocation strategies for efficiency in project execution.
11:00–11:30	**Coffee break**
11:30–12:12	Identifying task dependencies and resource allocation strategies for efficiency in project execution. (continued)
12:12–13:06	Setting milestones and performance indicators for tracking project progress and success.
13:06–14:00	Utilising project management software for scheduling and tracking effectively to ensure accountability.

Day 3: Risk Management in Projects

Applied activity: Conduct a risk assessment for the fictional project, identifying risks and developing a risk management plan with response strategies. Discuss how these strategies will be communicated to stakeholders for transparency and alignment throughout the project.
Output: A risk management plan document with identified risks and proposed strategies.



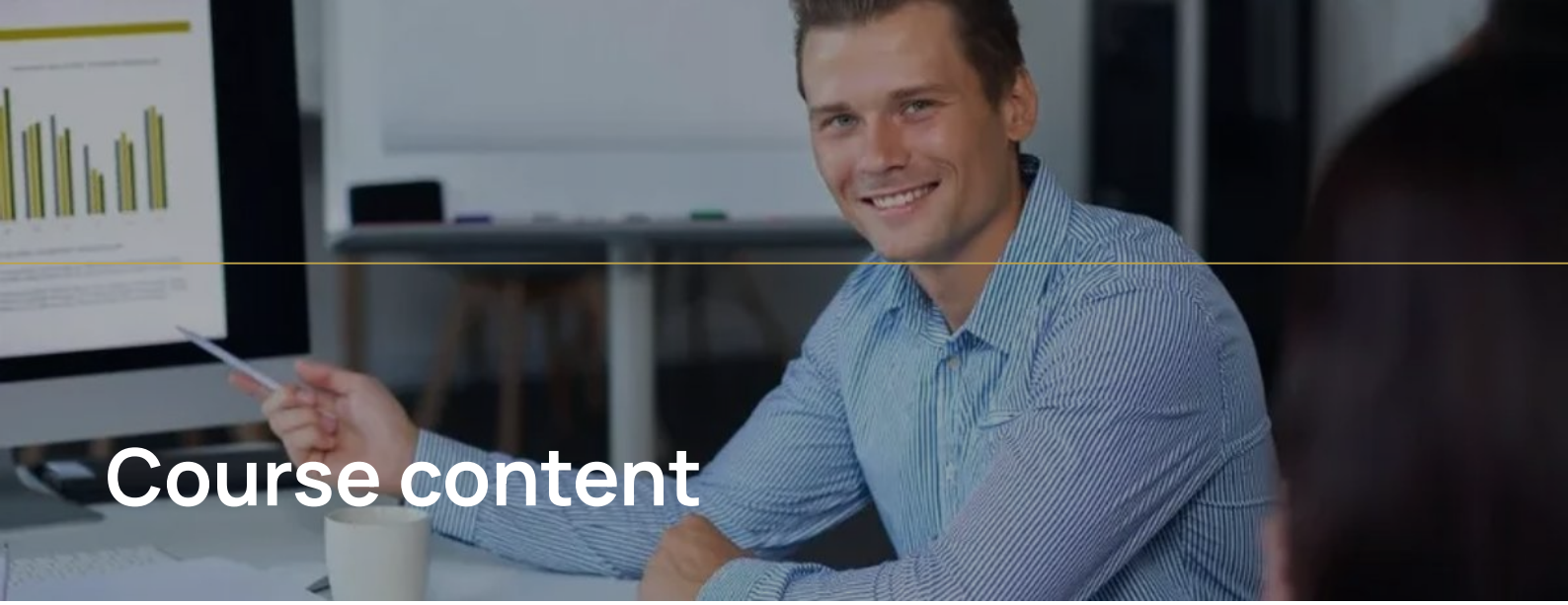
Course content

09:00–09:54	Identifying potential project risks and their impacts on objectives to prepare for uncertainties.
09:54–10:48	Qualitative and quantitative risk analysis techniques for prioritisation and response planning.
10:48–11:00	Developing a comprehensive risk management plan with effective response strategies for identified risks.
11:00–11:30	**Coffee break**
11:30–12:12	Developing a comprehensive risk management plan with effective response strategies for identified risks. (continued)
12:12–13:06	Monitoring and controlling project risks throughout the project lifecycle to ensure mitigation.
13:06–14:00	Utilising risk management tools and software for tracking and reporting on risk status.

Day 4: Stakeholder Engagement and Communication

Applied activity: Create a stakeholder engagement plan for the fictional project, detailing communication strategies and engagement activities. Include methods for gathering stakeholder feedback and addressing their concerns throughout the project to ensure ongoing support.
Output: A stakeholder engagement plan document outlining communication strategies.

09:00–09:54	Identifying and analysing project stakeholders and their influence on project success and delivery.
09:54–10:48	Developing a stakeholder engagement plan with tailored communication strategies for different audiences.
10:48–11:00	Effective communication techniques for project updates and stakeholder feedback to ensure alignment.
11:00–11:30	**Coffee break**
11:30–12:12	Effective communication techniques for project updates and stakeholder feedback to ensure alignment. (continued)
12:12–13:06	Managing stakeholder expectations and addressing concerns proactively to maintain support throughout the project.
13:06–14:00	Utilising communication tools and platforms for effective engagement and collaboration among stakeholders.



Course content

Day 5: Integrated Project Management Application

Applied activity: Integrate all elements of the fictional project into a comprehensive project plan, including schedule, risks, and stakeholder engagement. Present this plan to a mock stakeholder panel, addressing potential questions and concerns effectively to demonstrate understanding and readiness.
Output: A comprehensive project plan document and presentation delivered to stakeholders.

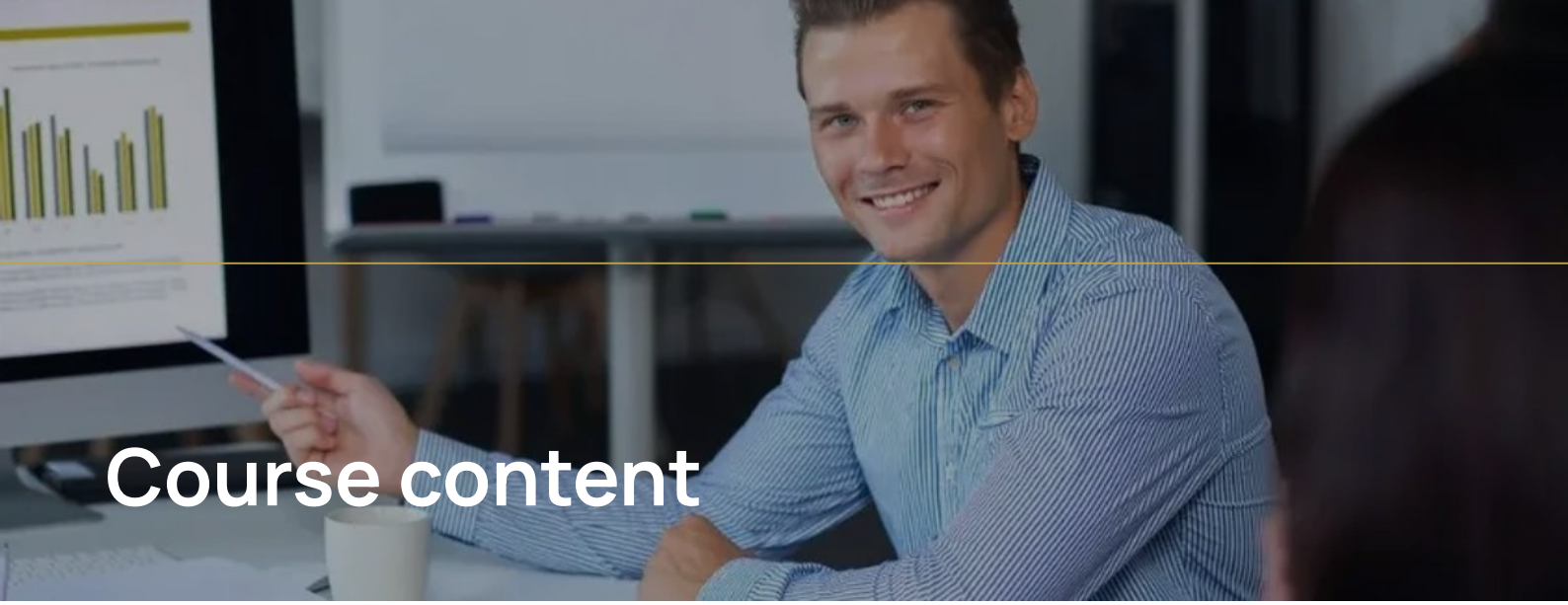
09:00–09:54	Combining project planning, risk management, and stakeholder engagement into a cohesive strategy for project success.
09:54–10:48	Utilising earned value management for project performance tracking and reporting to stakeholders.
10:48–11:00	Adjusting project plans based on performance metrics and stakeholder feedback to ensure alignment with objectives.
11:00–11:30	**Coffee break**
11:30–12:12	Adjusting project plans based on performance metrics and stakeholder feedback to ensure alignment with objectives. (continued)
12:12–13:06	Facilitating project team collaboration and communication for successful outcomes and project delivery.
13:06–14:00	Final project presentation and review with stakeholders for feedback and assessment of project outcomes.

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

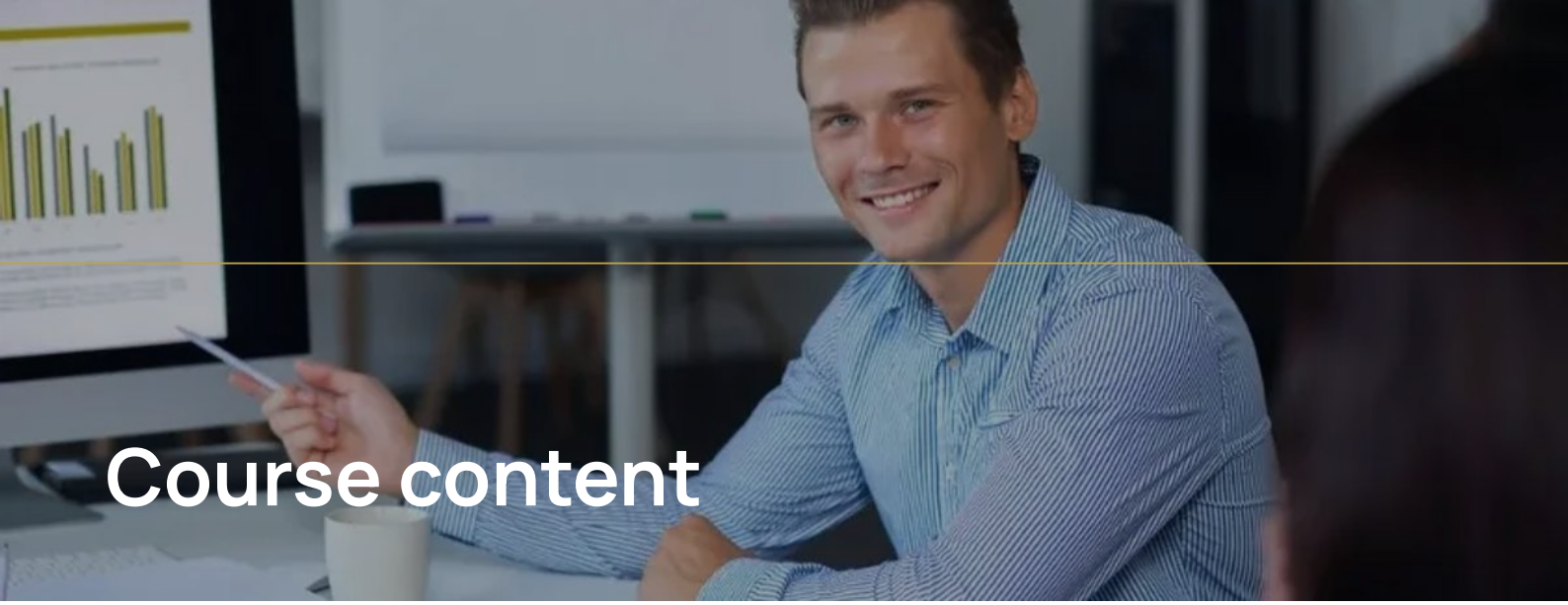
Venue	Start date	End date	Fee (GBP)
Kuala Lumpur Confirmed dates	16 Nov 2026	20 Nov 2026	**£1,450.-**
Online Confirmed dates	16 Nov 2026	20 Nov 2026	**£1,250.-**



Course content

Dates, venues and fees (continued)

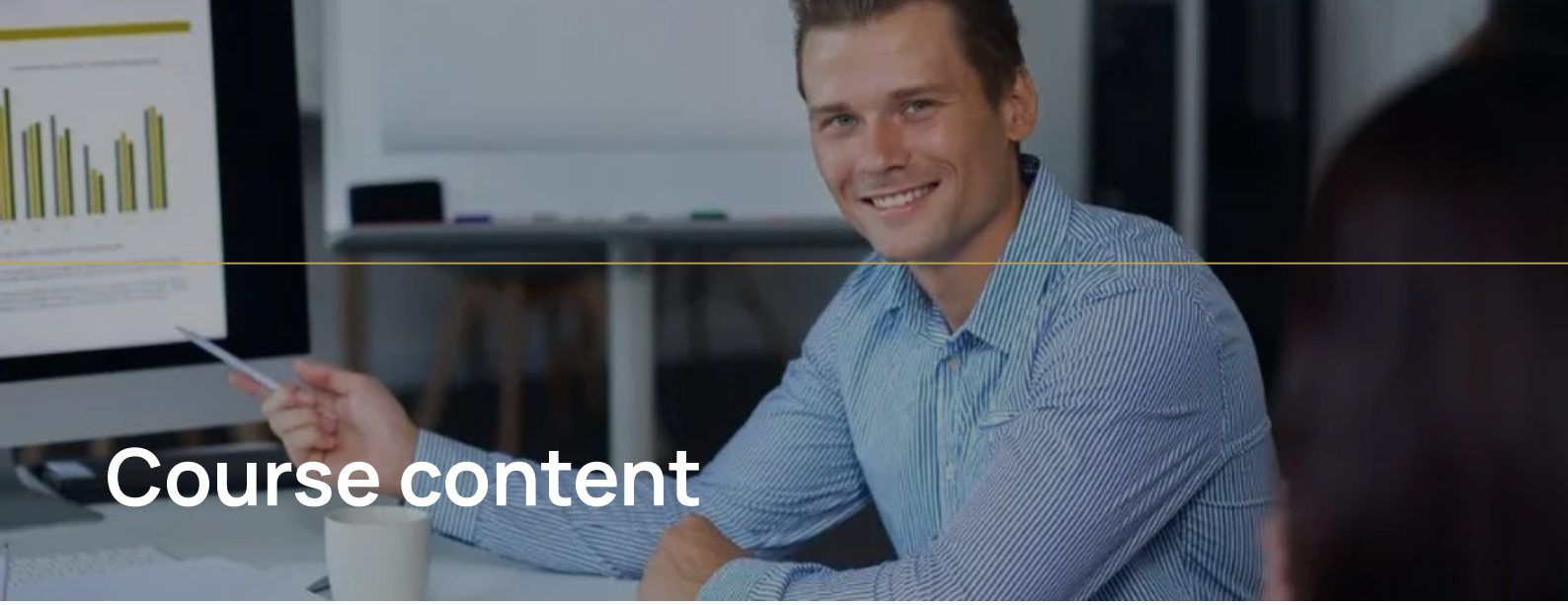
Venue	Start date	End date	Fee (GBP)
Rome Confirmed dates	23 Nov 2026	27 Nov 2026	**£2,450.-**
Online Confirmed dates	23 Nov 2026	27 Nov 2026	**£1,250.-**
Paris Confirmed dates	7 Dec 2026	11 Dec 2026	**£2,860.-**
Online Confirmed dates	7 Dec 2026	11 Dec 2026	**£1,250.-**
Istanbul Confirmed dates	14 Dec 2026	18 Dec 2026	**£2,650.-**
Online Confirmed dates	14 Dec 2026	18 Dec 2026	**£1,250.-**
Amsterdam Confirmed dates	4 Jan 2027	8 Jan 2027	**£2,540.-**
Online Confirmed dates	4 Jan 2027	8 Jan 2027	**£1,250.-**
Singapore Confirmed dates	18 Jan 2027	22 Jan 2027	**£2,820.-**



Course content

Dates, venues and fees (continued)

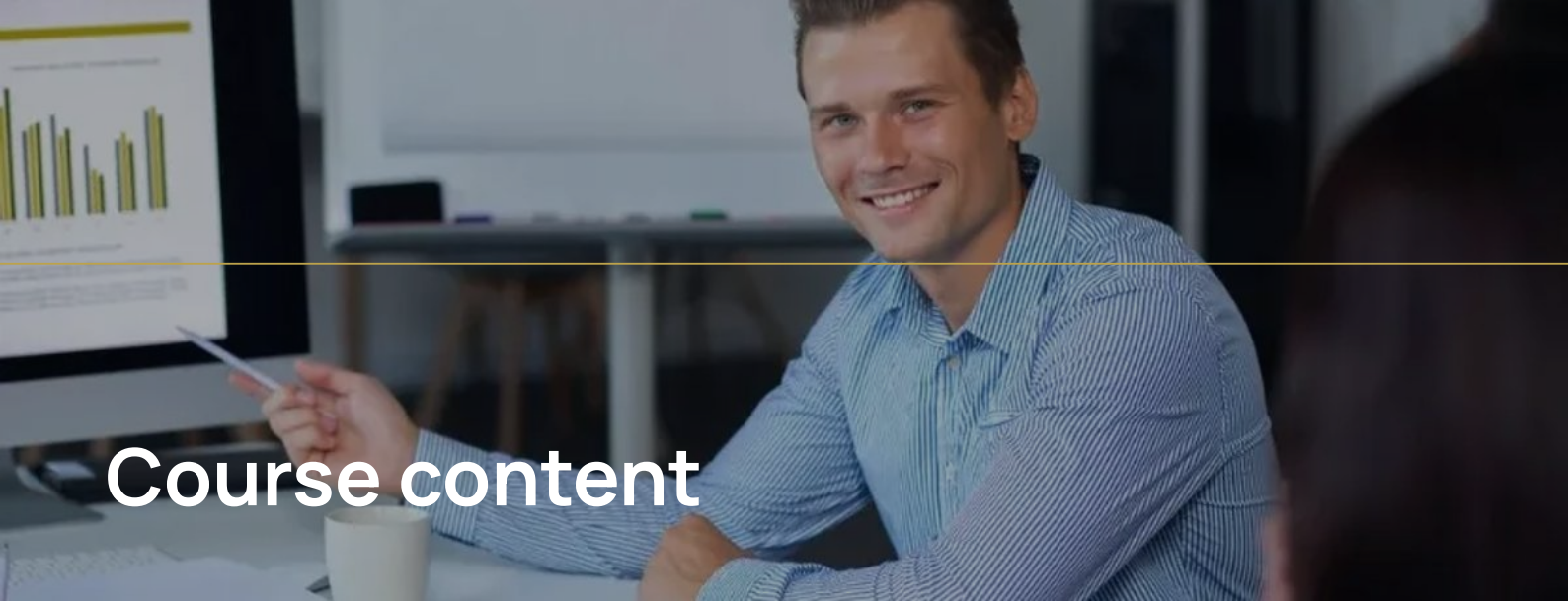
Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	18 Jan 2027	22 Jan 2027	**£1,250.-**
London Confirmed dates	1 Feb 2027	5 Feb 2027	**£2,450.-**
Online Confirmed dates	1 Feb 2027	5 Feb 2027	**£1,250.-**
Cape Town Confirmed dates	8 Feb 2027	12 Feb 2027	**£1,890.-**
Online Confirmed dates	8 Feb 2027	12 Feb 2027	**£1,250.-**
Dubai Confirmed dates	15 Feb 2027	19 Feb 2027	**£3,150.-**
Online Confirmed dates	15 Feb 2027	19 Feb 2027	**£1,250.-**
Frankfurt Confirmed dates	1 Mar 2027	5 Mar 2027	**£2,650.-**
Online Confirmed dates	1 Mar 2027	5 Mar 2027	**£1,250.-**



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Dates, venues and fees (continued)

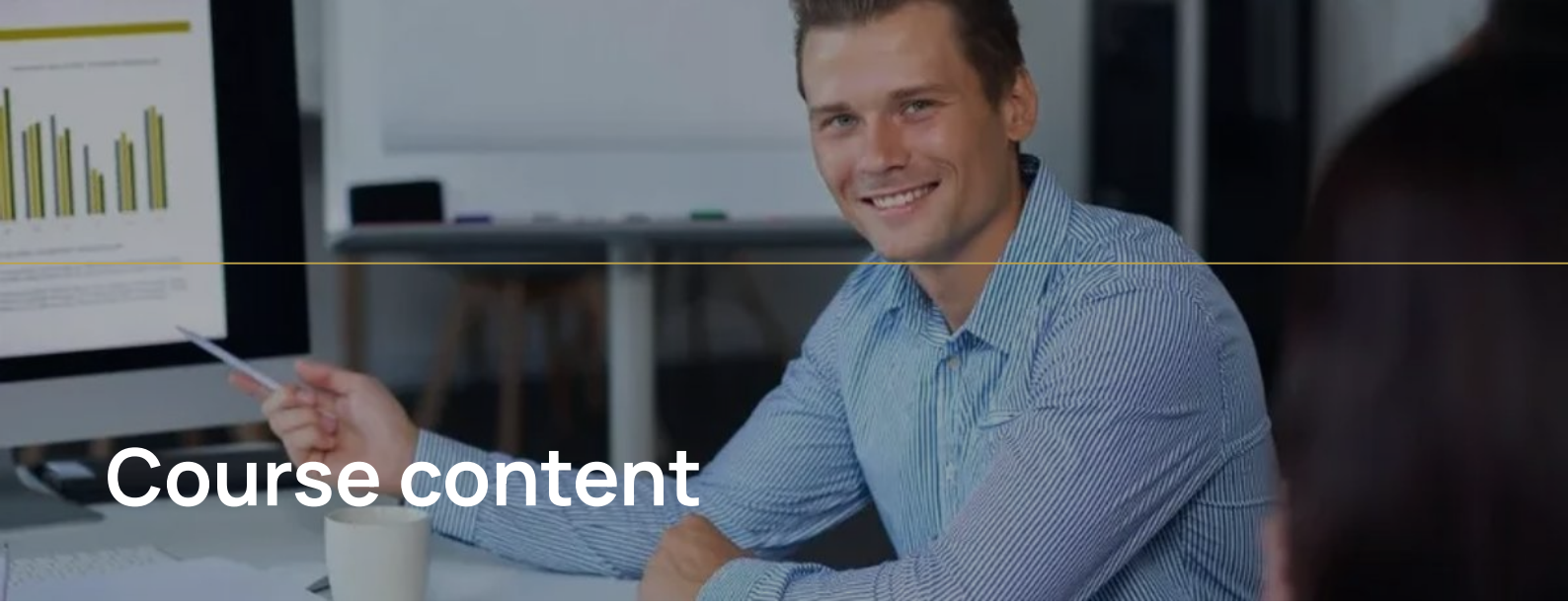
Venue	Start date	End date	Fee (GBP)
Kuala Lumpur Confirmed dates	15 Mar 2027	19 Mar 2027	**£1,450.–**
Online Confirmed dates	15 Mar 2027	19 Mar 2027	**£1,250.–**
Paris Confirmed dates	5 Apr 2027	9 Apr 2027	**£2,860.–**
Online Confirmed dates	5 Apr 2027	9 Apr 2027	**£1,250.–**
Vienna Confirmed dates	12 Apr 2027	16 Apr 2027	**£2,940.–**
Online Confirmed dates	12 Apr 2027	16 Apr 2027	**£1,250.–**
Istanbul Confirmed dates	19 Apr 2027	23 Apr 2027	**£2,650.–**
Online Confirmed dates	19 Apr 2027	23 Apr 2027	**£1,250.–**
Amsterdam Confirmed dates	3 May 2027	7 May 2027	**£2,540.–**



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Dates, venues and fees (continued)

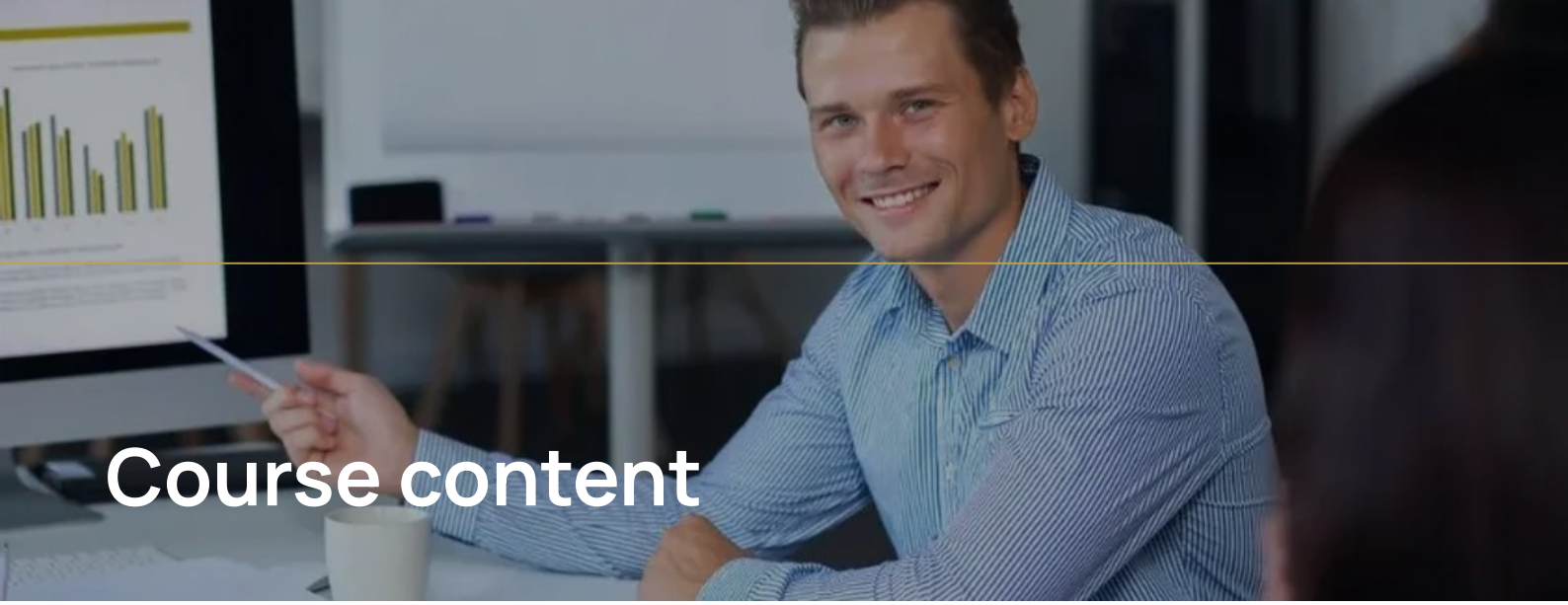
Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	3 May 2027	7 May 2027	**£1,250.–**
Singapore Confirmed dates	17 May 2027	21 May 2027	**£2,820.–**
Online Confirmed dates	17 May 2027	21 May 2027	**£1,250.–**
London Confirmed dates	7 Jun 2027	11 Jun 2027	**£2,450.–**
Online Confirmed dates	7 Jun 2027	11 Jun 2027	**£1,250.–**
Rome Confirmed dates	14 Jun 2027	18 Jun 2027	**£2,450.–**
Online Confirmed dates	14 Jun 2027	18 Jun 2027	**£1,250.–**
Dubai Confirmed dates	21 Jun 2027	25 Jun 2027	**£3,150.–**
Online Confirmed dates	21 Jun 2027	25 Jun 2027	**£1,250.–**



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Dates, venues and fees (continued)

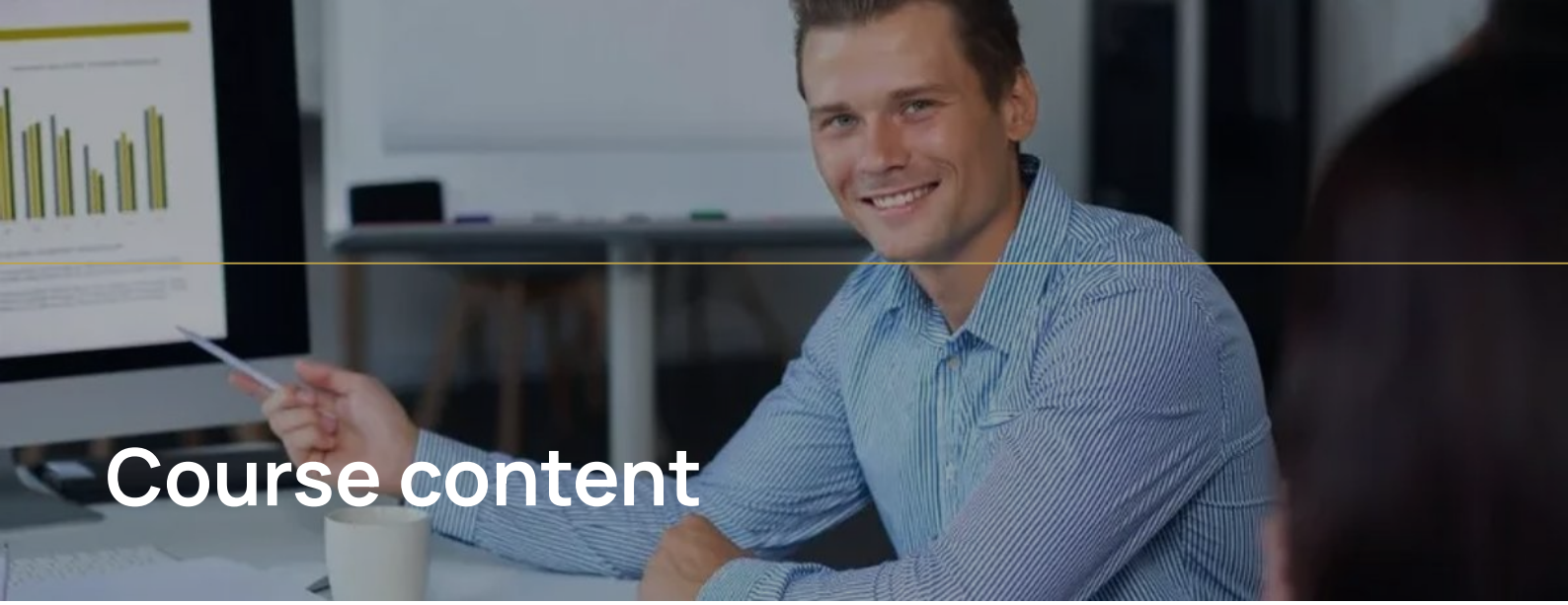
Venue	Start date	End date	Fee (GBP)
Frankfurt Confirmed dates	5 Jul 2027	9 Jul 2027	**£2,650.-**
Online Confirmed dates	5 Jul 2027	9 Jul 2027	**£1,250.-**
Kuala Lumpur Confirmed dates	19 Jul 2027	23 Jul 2027	**£1,450.-**
Online Confirmed dates	19 Jul 2027	23 Jul 2027	**£1,250.-**
Paris Confirmed dates	2 Aug 2027	6 Aug 2027	**£2,860.-**
Online Confirmed dates	2 Aug 2027	6 Aug 2027	**£1,250.-**
Istanbul Confirmed dates	16 Aug 2027	20 Aug 2027	**£2,650.-**
Online Confirmed dates	16 Aug 2027	20 Aug 2027	**£1,250.-**
Barcelona Confirmed dates	23 Aug 2027	27 Aug 2027	**£2,840.-**



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Dates, venues and fees (continued)

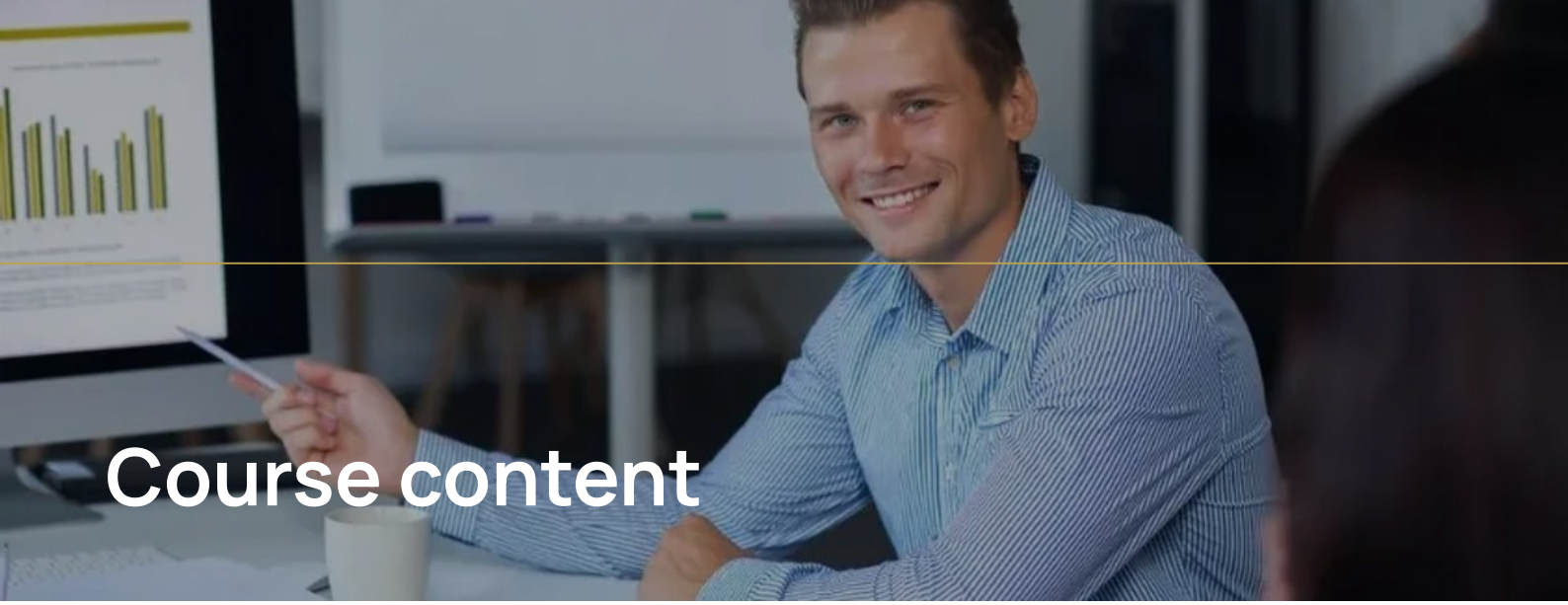
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Online Confirmed dates	23 Aug 2027	27 Aug 2027	**£1,250.-**
Amsterdam Confirmed dates	6 Sept 2027	10 Sept 2027	**£2,540.-**
Online Confirmed dates	6 Sept 2027	10 Sept 2027	**£1,250.-**
Singapore Confirmed dates	20 Sept 2027	24 Sept 2027	**£2,820.-**
Online Confirmed dates	20 Sept 2027	24 Sept 2027	**£1,250.-**
London Confirmed dates	4 Oct 2027	8 Oct 2027	**£2,450.-**
Online Confirmed dates	4 Oct 2027	8 Oct 2027	**£1,250.-**
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Dates, venues and fees (continued)

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Cape Town Confirmed dates	25 Oct 2027	29 Oct 2027	**£1,890.–**
Online Confirmed dates	25 Oct 2027	29 Oct 2027	**£1,250.–**
Frankfurt Confirmed dates	1 Nov 2027	5 Nov 2027	**£2,650.–**
Online Confirmed dates	1 Nov 2027	5 Nov 2027	**£1,250.–**
Kuala Lumpur Confirmed dates	15 Nov 2027	19 Nov 2027	**£1,450.–**
Online Confirmed dates	15 Nov 2027	19 Nov 2027	**£1,250.–**
Paris Confirmed dates	6 Dec 2027	10 Dec 2027	**£2,860.–**
Online Confirmed dates	6 Dec 2027	10 Dec 2027	**£1,250.–**
Istanbul Confirmed dates	13 Dec 2027	17 Dec 2027	**£2,650.–**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	13 Dec 2027	17 Dec 2027	**£1,250.-**

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.

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