Strategic HR Project Management and Implementation Training Course



30 Nov - 04 Dec 2026

Cape town

4600 € (Per Person)

Ref: #HR9098_288983

Course Introduction / Overview:

This course provides a comprehensive framework for managing human resources projects with strategic precision and flawless execution. In today's dynamic business environment, HR is no longer a purely administrative function but a strategic partner responsible for driving organizational change, talent initiatives, and technological transformations. Successfully implementing projects such as new HRIS systems, organizational restructures, or performance management overhauls is critical to achieving business objectives. This training course bridges the gap between traditional project management principles and the unique, people-centric challenges of HR. Drawing on concepts of strategic value contribution as championed by thought leaders like Dave Ulrich, participants will learn to align every project with the overarching business strategy. We will explore the entire project lifecycle, from developing a compelling business case to measuring post-implementation impact. At BIG BEN Training Center, we have designed this program to equip HR professionals with the practical tools, methodologies, and leadership skills needed to deliver complex projects on time, within budget, and with maximum positive impact on the workforce and the bottom line, moving beyond theory to tangible application.

Target Audience / This training course is suitable for:

- HR Managers and Directors.
- HR Business Partners.
- Project Managers working within HR departments.
- HR Specialists and Generalists.
- Talent Management Professionals.
- HRIS and HR Technology Analysts.
- Organizational Development Consultants.
- Change Management Practitioners.
- Team Leaders and Department Heads involved in HR initiatives.

Target Sectors and Industries:

- Technology and Information Technology.
- Banking, Finance, and Insurance Services.
- Healthcare and Pharmaceuticals.
- Manufacturing and Engineering.
- Retail and Consumer Goods.
- Telecommunications.
- Consulting and Professional Services.
- Government and Public Sector Agencies.
- Non-Profit Organizations.

Target Organizations Departments:

- Human Resources.
- Project Management Office (PMO).
- Information Technology (IT).
- Operations Management.
- Strategy and Corporate Planning.
- Finance and Accounting.

Course Offerings:

By the end of this course, the participants will have able to:

- Develop a comprehensive HR project charter and a compelling business case.
- Apply appropriate project management methodologies like Agile and Waterfall to HR initiatives.
- Master stakeholder analysis, mapping, and communication planning for HR projects.
- Create detailed work breakdown structures and realistic project schedules.
- Conduct thorough risk assessments and develop proactive mitigation strategies.
- Manage HR project budgets and resources effectively to ensure financial control.
- Lead change management efforts to ensure user adoption and project success.
- Measure the return on investment (ROI) and business impact of HR projects using key metrics.
- Conduct effective post-implementation reviews to capture lessons learned for future projects.

Course Methodology:

The training methodology at BIG BEN Training Center is designed to be highly interactive, practical, and engaging, ensuring that participants can immediately apply their learning in the workplace. We move beyond theoretical lectures to a hands-on, experiential learning environment. The course is built around a series of real-world case studies of HR projects, such as a global HRIS implementation or a company-wide cultural transformation initiative. Participants will work in teams on practical exercises, including developing a project charter, conducting a stakeholder analysis, and creating a risk management plan. Interactive workshops and facilitated group discussions will encourage peer-to-peer learning and the sharing of diverse experiences. Our expert instructors provide continuous feedback and coaching throughout the sessions. The methodology emphasizes a blended approach, combining structured learning with problem-solving activities to build not just knowledge, but also the confidence to lead and execute complex HR projects successfully within any organization.

Course Agenda (Course Units):

Unit One: Foundations of Strategic HR Project Management

- The Strategic Role of HR in Modern Organizations.
- Defining an HR Project vs. Routine HR Operations.
- Linking HR Projects to Corporate Strategy and Business Goals.
- Overview of Project Management Lifecycles and Methodologies (Waterfall, Agile, Hybrid).
- The Key Competencies of an HR Project Manager.
- Understanding the Project Management Body of Knowledge (PMBOK) in an HR Context.
- The Triple Constraint (Scope, Time, Cost) in HR Projects.

Unit Two: Project Initiation and Planning

- Developing the Project Business Case and Feasibility Study.
- Creating the HR Project Charter.
- Identifying and Analyzing Project Stakeholders.
- Defining Project Scope and Creating a Work Breakdown Structure (WBS).
- Developing a Comprehensive Project Management Plan.
- Establishing Clear Project Governance and Roles.
- Effective Project Kick-off Meetings.

Unit Three: Project Execution and Resource Management

- Building and Leading High-Performing HR Project Teams.
- Developing a Realistic Project Schedule and Timeline.
- Estimating Costs and Managing the Project Budget.
- Procurement Management for HR Systems and Services.
- Executing the Project Communication Plan.
- Managing Information Flow and Project Documentation.
- Quality Management and Assurance in HR Projects.

Unit Four: Monitoring, Controlling, and Change Management

- Tracking Project Progress and Performance Against Baselines.
- Techniques for Monitoring Scope, Schedule, and Cost.
- Identifying, Assessing, and Managing Project Risks.
- The Principles of Change Management in HR Projects.
- Addressing Resistance and Building Buy-in for New Initiatives.
- Quality Control and Corrective Action Processes.
- Effective Project Status Reporting for Different Audiences.

Unit Five: Project Closure and Measuring Impact

- Formalizing Project Completion and Handover to Operations.
- Conducting a Thorough Post-Implementation Review.
- Capturing and Documenting Lessons Learned for the Organization.
- Measuring the Success and ROI of HR Projects.
- Key Performance Indicators (KPIs) for HR Project Evaluation.
- Celebrating Success and Recognizing the Project Team.
- Developing a Framework for Continuous Improvement in HR Project Management.

FAQ:

Qualifications required for registering to this course?

There are no requirements.

How long is each daily session, and what is the total number of training hours for the course?

This training course spans five days, with daily sessions ranging between 4 to 5 hours, including breaks and interactive activities, bringing the total duration to 20 - 25 training hours.

Something to think about:

Beyond traditional metrics like time and budget, how can HR leaders truly quantify the long-term strategic value and cultural impact of a successfully implemented HR project?

What unique qualities does this course offer compared to other courses?

This course distinguishes itself by deeply integrating the rigorous discipline of project management with the nuanced, people-centric realities of the human resources field. While many project management courses offer generic tools and techniques, this program is specifically tailored to address the unique challenges of HR initiatives, such as managing employee resistance, ensuring data privacy, and aligning with talent strategy. We move beyond simply teaching how to create a Gantt chart or a budget sheet. The curriculum places a significant emphasis on the often-overlooked 'soft skills' that determine the success of any HR transformation, including strategic stakeholder engagement, persuasive communication, and empathetic change leadership. The content is built on a foundation of strategic alignment, ensuring that participants learn not just to manage projects, but to select and execute initiatives that deliver measurable business value and drive organizational goals forward. The practical, case-study-based approach ensures that participants leave with a playbook they can implement immediately, rather than just abstract theories.