Effective Project Planning for Non-Project Managers Training Course



09 - 13 Nov 2026

LONDON

5900 € (Per Person)

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Course Introduction / Overview:

In today's dynamic business environment, the ability to effectively manage projects is no longer exclusive to certified project managers. This training course, offered by BIG BEN Training Center, is meticulously designed to equip non-project managers with the essential project planning skills needed to successfully navigate and lead initiatives within their respective roles. Participants will delve into the core principles of project management, focusing on practical application rather than theoretical jargon. We explore the entire project lifecycle, from project initiation and defining project scope to robust project scheduling, resource allocation, and effective risk management. Drawing inspiration from foundational works such as Harold Kerzner's "Project Management: A Systems Approach to Planning, Scheduling, and Controlling," this course provides a comprehensive yet accessible framework for anyone tasked with project responsibilities. It addresses the critical need for operational project skills across various departments, enabling professionals to enhance team collaboration, improve decision making, and drive project success factors. By mastering these fundamental project planning skills, attendees will gain the confidence to manage projects efficiently, ensuring timely delivery and optimal resource utilization, ultimately contributing significantly to their organization's strategic objectives. This program emphasizes practical project management for business leaders and functional managers, ensuring immediate applicability of learned concepts.

Target Audience / This training course is suitable for:

- Department Heads.
- Team Leaders.
- Functional Managers.
- Administrators.
- Supervisors.
- Business Analysts.
- Operations Managers.
- Marketing Managers.
- HR Professionals.
- IT Managers.
- Finance Professionals.
- Cross-functional project team members.
- Professionals seeking to enhance their project planning skills.
- Individuals transitioning into roles with project responsibilities.

Target Sectors and Industries:

- Government agencies and equivalents.
- Information Technology (IT).
- Finance and Banking.
- Healthcare and Pharmaceuticals.
- Manufacturing and Production.
- Retail and E-commerce.
- Education and Academia.
- Non-profit Organizations.
- Consulting Services.
- Energy and Utilities.
- Telecommunications.
- Logistics and Supply Chain.
- Marketing and Advertising.
- Human Resources.

Target Organizations Departments:

- Operations Department.
- Marketing Department.
- Human Resources Department.
- Finance Department.
- Information Technology Department.
- Research and Development (R&D) Department.
- Sales Department.
- Administration Department.
- Product Development Department.
- Customer Service Department.
- Strategy and Planning Department.
- Compliance Department.

Course Offerings:

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

- Define project scope and objectives clearly.
- Develop realistic project schedules and timelines.
- Allocate resources effectively for project tasks.
- Identify and mitigate potential project risks.
- Communicate project progress and challenges to stakeholders.
- Monitor project performance against established baselines.
- Implement practical project management best practices.
- Lead small to medium-sized projects with confidence.
- Improve team collaboration and decision making in project settings.
- Utilize fundamental project management tools and techniques.
- Understand the project lifecycle from initiation to closure.
- Enhance operational project skills for various business initiatives.
- Contribute to project success factors within their organizations.

Course Methodology:

BIG BEN Training Center employs a highly interactive and practical training methodology designed to maximize learning and immediate applicability of project planning skills. This course moves beyond theoretical concepts, focusing on experiential learning through a blend of dynamic approaches. Participants will engage in extensive case studies, analyzing real-world project scenarios to identify challenges and formulate effective solutions. Group exercises and collaborative workshops will foster team collaboration and allow for the practical application of project management fundamentals, such as project scope definition and resource allocation. Interactive sessions will encourage open discussions, peer learning, and the sharing of diverse perspectives on project success factors. Role-playing activities will simulate various project communication planning scenarios, enhancing participants' ability to manage stakeholders and resolve conflicts. The training incorporates practical tools and templates for project scheduling, risk management, and performance measurement, ensuring that attendees leave with tangible resources they can immediately implement in their roles. Regular feedback sessions will provide personalized insights, reinforcing learning and addressing individual queries. This comprehensive approach ensures that non-project managers gain not just knowledge, but also the confidence and practical project management strategies needed to excel in their project responsibilities.

Course Agenda (Course Units):

Unit One: Project Management Fundamentals for Non-Managers

- Understanding the project management landscape.
- Defining what a project is and its lifecycle.
- Identifying the role of non-project managers in project success.
- Key project management principles and concepts.
- Overview of project management methodologies.
- The importance of project planning skills.
- Setting clear project objectives and deliverables.

Unit Two: Initiating and Defining Project Scope

- Project initiation and feasibility analysis.
- Developing a clear project charter.
- Defining project scope and boundaries.
- Techniques for requirements gathering.
- Creating a Work Breakdown Structure (WBS).
- Managing scope creep effectively.
- Stakeholder identification and analysis.

Unit Three: Planning Project Schedules and Resources

- Developing a project schedule.
- Estimating task durations and dependencies.
- Creating Gantt charts and critical path analysis.
- Resource planning and allocation strategies.
- Managing project constraints: time, cost, and resources.
- Budget management fundamentals for projects.
- Communication planning for project teams.

Unit Four: Managing Project Risks and Stakeholders

- Identifying and assessing project risks.
- Developing risk mitigation strategies.
- Contingency planning and management.
- Effective stakeholder engagement and communication.
- Building and leading cross-functional project teams.
- Conflict resolution and negotiation skills.
- Decision making in project environments.

Unit Five: Project Execution, Monitoring, and Closure

- Executing the project plan.
- Monitoring project progress and performance measurement.
- Tracking project deliverables and milestones.
- Quality assurance and control in projects.
- Reporting project status to stakeholders.
- Managing project changes and adaptations.
- Project closure activities and lessons learned.

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:

How can a functional manager, without a formal project management background, effectively integrate agile project management principles into their daily operational projects to enhance adaptability and team responsiveness?

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

This training course stands out by specifically addressing the unique needs of non-project managers, offering a practical and accessible pathway to mastering essential project planning skills without requiring prior project management certifications or extensive theoretical knowledge. Unlike many programs that cater to seasoned project professionals, this course from BIG BEN Training Center focuses on immediate applicability, providing participants with actionable strategies and tools they can implement from day one. We emphasize real-world scenarios and case studies, allowing attendees to grapple with common project challenges and develop robust solutions in a supportive learning environment. The curriculum is meticulously designed to cover the entire project lifecycle, from project initiation to project closure, with a strong emphasis on practical project management fundamentals like project scope definition, resource allocation, and effective risk management. Our methodology prioritizes interactive sessions, group exercises, and collaborative problem-solving, fostering a deep understanding of project success factors and enhancing team collaboration. This course empowers functional managers and business leaders to confidently lead projects, improve decision making, and drive operational project skills, ensuring a tangible return on investment for both the individual and their organization.