Project Management Essentials for Non-Project Managers Training Course



19 - 23 Oct 2026

Tokyo

5800 € (Per Person)

Ref: #PMP5587_75361

Course Introduction / Overview:

In today's dynamic business environment, project management skills are no longer confined to dedicated project managers. Professionals across all departments are increasingly expected to manage projects, making them 'accidental project managers'. This course is meticulously designed to demystify project management for non-specialists, executives, and team members. It provides a practical, jargon-free foundation in the essential principles and tools needed to successfully guide projects from conception to completion. Drawing upon foundational concepts outlined by experts like Harold Kerzner in his work "Project Management: A Systems Approach to Planning, Scheduling, and Controlling," this program focuses on the core competencies that drive project success. Participants will learn to define scope, plan effectively, manage resources, mitigate risks, and communicate with stakeholders. BIG BEN Training Center has developed this curriculum to empower individuals with the confidence and capability to handle project-related responsibilities, improve team collaboration, and contribute more effectively to organizational goals, ensuring that projects are delivered on time, within budget, and to the required quality standards.

Target Audience / This training course is suitable for:

- Functional Managers and Department Heads.
- Team Leaders and Supervisors.
- Senior Executives and Business Owners.
- Administrative and Executive Assistants.
- Marketing, HR, and Finance Professionals.
- Technical experts taking on project responsibilities.
- Anyone new to project management principles.

Target Sectors and Industries:

- Information Technology and Telecommunications.
- Healthcare and Pharmaceutical.
- Banking, Finance, and Insurance.
- Engineering and Construction.
- Manufacturing and Logistics.
- Retail and Consumer Goods.
- Governmental agencies and public sector organizations.
- Non-profit and educational institutions.

Target Organizations Departments:

- Human Resources.
- Marketing and Sales.
- Finance and Accounting.
- Operations and Administration.
- Information Technology.
- Research and Development.
- Customer Service.
- Procurement and Supply Chain.

Course Offerings:

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

- Understand the fundamental concepts and terminology of project management.
- Define clear project objectives, scope, and deliverables.
- Identify and manage the expectations of key stakeholders.
- Develop a basic Work Breakdown Structure (WBS) to organize tasks.
- Create realistic project schedules and timelines.
- Apply basic techniques for estimating time and resources.
- Identify, assess, and plan responses to project risks.
- Monitor project progress and implement corrective actions.
- Communicate project status effectively to team members and leadership.
- Lead project closure activities and document lessons learned.

Course Methodology:

The training methodology at BIG BEN Training Center is designed to be highly interactive, engaging, and practical, ensuring that participants can immediately apply their learning in the workplace. This course moves beyond theoretical lectures to immerse attendees in a hands-on learning environment. We utilize a blend of expert-led instruction, real-world case study analysis, and collaborative group exercises to reinforce key concepts. Participants will work in teams on simulated projects, allowing them to practice planning, execution, and problem-solving in a supportive setting. Interactive workshops, facilitated discussions, and role-playing scenarios will be used to develop critical soft skills such as stakeholder communication, negotiation, and leadership. Continuous feedback from the instructor and peers is a core component of the learning process. This participant-centered approach ensures a deep understanding of project management principles and builds the confidence needed to manage projects effectively back on the job, transforming knowledge into tangible skills and measurable results.

Course Agenda (Course Units):

Unit One: Foundations of Project Management

- Introduction to project management concepts and terminology.
- The distinction between projects, programs, and operations.
- Understanding the role of the 'accidental project manager'.
- The five phases of the project management lifecycle.
- Key success factors and common reasons for project failure.
- The importance of the project charter.
- Introduction to different project management methodologies (Waterfall, Agile).

Unit Two: Project Initiation and Planning

- Defining project goals, objectives, and success criteria.
- Conducting a stakeholder analysis and creating a communication plan.
- Developing a clear and concise project scope statement.
- Creating a Work Breakdown Structure (WBS) to define deliverables.
- Techniques for estimating task duration and effort.
- Identifying project assumptions and constraints.
- Developing the initial project plan document.

Unit Three: Project Scheduling and Resource Management

- Creating a project schedule using Gantt charts and network diagrams.
- Understanding task dependencies and the critical path method.
- Techniques for effective resource allocation and management.
- Developing a project budget and cost estimation basics.
- Balancing the triple constraints of scope, time, and cost.
- Tools and software for project planning and scheduling.
- Holding an effective project kick-off meeting.

Unit Four: Project Execution, Monitoring, and Control

- Executing the project plan and managing the project team.
- Techniques for tracking project progress against the baseline.
- Managing changes to the project scope effectively.
- Identifying and assessing project risks.
- Developing risk mitigation and contingency plans.
- Effective project status reporting for different audiences.
- Conducting productive project meetings and managing action items.

Unit Five: Project Closure and Leadership Essentials

- Formalizing project completion and obtaining stakeholder acceptance.
- Conducting a post-project review and documenting lessons learned.
- Archiving project documentation and releasing resources.
- Leadership and influence skills for non-project managers.
- Effective communication and negotiation techniques.
- Managing conflict within the project team.
- Applying project management principles to daily work.

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 the principles of project management be applied to improve routine operational tasks within a department, even when they are not officially designated as 'projects'?.

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

This course distinguishes itself by being specifically engineered for professionals who are not career project managers. Unlike highly technical certification-focused programs, our curriculum demystifies complex jargon and focuses on the most practical and immediately applicable tools and techniques. We emphasize the 'how' and 'why' behind project management principles, empowering participants to think critically and adapt their approach to fit the unique context of their roles and organizations. The core of the course is built around real-world scenarios and case studies relevant to functional departments like marketing, HR, and finance, rather than large-scale IT or construction projects. A significant portion of the training is dedicated to developing soft skills—communication, influence, and stakeholder management—which are paramount for individuals leading projects without formal authority. The learning environment is designed to build confidence, encouraging participants to ask fundamental questions and translate theoretical knowledge into a practical skillset they can use the very next day to bring structure, clarity, and success to their work.