

# Project Management Fundamentals

## Training Course - Overview

Utilising PMBOK as a globally recognised standard for managing projects, this training programme provides a structured introduction to the principles, processes, and tools required to initiate, plan, and manage projects effectively. The course focuses on the early and planning stages of the project lifecycle, where clear objectives, robust scoping, and well-defined management processes are essential to achieving successful outcomes.

Delivering projects to specification, on time, and within budget is fundamental to organisational success, and the ability to apply practical project management techniques is a highly valued capability - whether or not the work is formally labelled as a “project”. Learning is highly interactive and practical, combining facilitated sessions, group discussions, and hands-on activities that allow participants to apply concepts to real or sample projects.

Delivered online by Essency Consulting, this course builds confidence and capability to contribute effectively to project delivery from initiation through to completion.

### How we will work together during the course:

- Structured elements for each session, with established timeframes
- Course consists of live online learning, collaborative group activities, individual learning opportunities, as well as nominated presentation sessions
- Informal learning settings with all attendees encouraged to contribute
- Ample opportunity to share ideas, discuss challenges and create solutions and a better way forward together.



### After attending our course participants should be able to:

- Define what constitutes a project and explain the purpose and structure of project management processes within an organisational context.
- Identify the role and importance of PMBOK and the Project Management Institute (PMI) in establishing globally recognised project management standards and best practice.
- Examine the ten project management knowledge areas as defined by PMI and understand how they collectively support effective project delivery.
- Perform a basic project needs assessment and clearly document project objectives, outcomes, and deliverables.
- Create and contribute to key project documentation, including the development of a practical and structured project plan.
- Build a project schedule by estimating timeframes, costs, and resource requirements.
- Develop and apply a work breakdown structure.
- Prepare core project planning documents, including schedules, budgets, and plans addressing risk, quality, and communications.
- Use common planning tools, including Gantt charts, to support project planning and tracking.
- Monitor project progress and maintain effective project reporting against agreed plans and baselines.
- Perform essential project management tasks, including directing project status meetings.

### Who should attend this training?

- Highway and Transport Professionals
- Highway Engineers and Technicians
- Asset Managers and Planners
- Infrastructure Project Managers
- Contract Managers
- Operations Supervisors
- Project Co-ordinators.

## Course Schedule

Our Project Management Fundamentals Training Course will be delivered via our Online Training Portal. Essency also offer a number of training courses which can be delivered both online or in person, either on site or at a nominated venue. We are flexible with dates and will work closely with you to ensure the training is delivered in a way that meets your requirements.

### **The course will consist of:**

- A pre-training questionnaire completed two weeks prior to course commencement to gauge participant experience and knowledge levels, enabling trainers to identify and target key areas as needed.**
- Nine (9) x 2-hour interactive training sessions.**
- These 9 modules to be delivered over a 5-week period (2 modules per week, with the final module in week five) – this structure can be amended through discussion and agreement with the attendee group.**
- A mandatory end-of-course online examination – a pass is required for successful completion.**
- A post-training evaluation to assess the effectiveness of the programme.**
- Completion of the training will provide recognised Continuing Professional Development (CPD) endorsed by Essency Consulting.**

**We will also be offering this course in the future as a series of pre-recorded instructor-narrated sessions, with the same format and course content as described above.**

Issues of availability for any session can be addressed with our Training & Development Coordinator.

## Course Cost

This Course is offered on the basis of the full nine (9) training sessions over the prescribed period, and pricing is applied on this total course completion, and not on a module-by-module basis. Depending on the number of attendees and format for the training, our Training & Development Coordinator can discuss pricing and payment options that best suit your organisation's needs.

Our Training & Development Coordinator will be our key contact point for all correspondence prior to, during and following the training.

Contact [elaine@essencyconsulting.com](mailto:elaine@essencyconsulting.com) or [training@essencyconsulting.com](mailto:training@essencyconsulting.com)



# Project Management Fundamentals Course Structure

## Sessions & Learning Objectives

### 1. Scoping and Project Processes

Project management methodologies and objectives, understand what scope management is and its importance, causes and outcomes of poorly defined scope, what is in scope and out of scope in your project?

### 2. Project Time Management

Understanding project schedules, why and how they are constructed, how one is controlled.

### 3. Cost Management

Understand the importance of project cost management, describe the key processes in managing costs, develop a simplified project budget, understand specific requirements for budget control.

### 4. Risk Management

Understanding what risk and risk management is, learn the Systematic Risk Management Process - risk assessment of your project risks.

### 5. Quality Management

Understand the definition and history of quality management, learn what quality assurance, planning and control encompasses.

### 6. Stakeholder Management

Understand the importance of stakeholder management, discuss the process of identifying stakeholders, how to create a stakeholder register and perform a stakeholder analysis, describe the contents of a stakeholder management plan.

### 7. Human Resource Management

Describe requirements to create a staff management plan, understand individual differences on team effectiveness, identify how to strategically resolve conflicts.

### 8. Procurement Management

Define procurement management and processes, consideration for purchasing goods and services, contracting, evaluating sellers.

### 9. Communication and Integration Management

Definition and project integration, example of effective integration, integration of project elements, integration of project processes.

## Meet Your Instructor

### Scott Bloxsom

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Scott Bloxsom is a Chartered Professional Engineer with over 30 years' experience in a wide range of asset management and engineering projects. Scott has worked extensively with both public and private sector clients in Australia, United Kingdom, Europe and the Middle East advising and implementing asset management principles and performance-based contract development, delivery and review.

He is the Principal and founder of Essency Consulting Limited, an asset management and contract services company delivering tailored services to clients in the infrastructure sectors.

Scott is a Chartered member of Engineers Australia, a member of the Institute of Asset Management (UK) and Asset Management Council of Australia, and a qualified assessor to the ISO55000 and PAS55:2008 Asset Management standards.