

PROJECT MANAGEMENT FUNDAMENTALS

Deliver your projects on budget, on time and with high-quality results



In-person: 3 days
Virtual: 4 half days



Early Bird Price: \$1,522+GST*
Regular Price: \$1,790+GST

Whether you're a seasoned pro or just landed a job involving project management, brushing up on the basic principles and tools can save you time and stress in the long run. The Project Management Fundamentals programme demystifies project management, building your confidence and developing real-world skills. Learn to scope a project, keep it on track, estimate budgets, and improve overall efficiency while understanding the core tools and techniques needed for managing small to large projects.

Benefits to your organisation

Your organisation will benefit through growing more confident project managers equipped with the skills and tools needed to improve project performance, delivering on time, and on budget. Your employee will learn the building blocks for creating and leading consistently successful projects and achieve greater business benefits and performance.

Who is this course for?

- People who are brand new to project management.
- Those looking to learn practical tools and techniques to apply to projects in the workplace.
- Existing project managers looking to brush up on the core principles and tools of project management.
- Project managers who have never had formal training.

*Book 8 weeks prior to course commencement and receive 15% off.

Learning outcomes



Understand how to clearly scope a project.



Understand what needs to be undertaken to complete a project using a work breakdown structure.



Understand the importance of a baseline for tracking project progress.



Learn about different scheduling tools to understand aspects such as execution sequence, critical path, float, and creation of a Gantt chart.



Learn about approaches to getting a project back on track.



Successfully close and complete a project.



Use reporting and evaluation tools to track project performance.

Contact us for more information

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Training format

Whether you choose a face-to-face or virtual workshop, your learning outcomes will remain the same. Using specialist content design, and clever use of in-workshop tools and exercises, your experience delivered by our expert facilitators will be immersive and engaging.

What is covered in this course?



Project lifecycle

We look at the lifecycle of a project, from the initiation phase through to planning, implementation, monitoring and control, and finally to project closeout. We discuss the key parameters of a project and the steps we need to make and consider when choosing whether to take on this venture. Learn to ask key questions like, is this project relevant to my business, which projects can we undertake and how complex is the proposed project.



Planning and monitoring

With this programme, we look at how best to plan for a project and the continued steps we must take throughout the whole project timeline to ensure the successful completion of deliverables. Investigate the best techniques for scoping out the requirements, analysing the stakeholders, and creating a Work Breakdown Structure (WBS). Learn how to monitor progress, identify setbacks, and project variations early and apply approaches to get back on track. Create the audit trail using relevant documentation to validate decisions and support communication.



Task management

Understand how to better manage your and your team's time when navigating a project, identifying what's urgent and important, and what's not. Dive into the delegation continuum and investigate what areas are best to expend the most energy, time, and resources. Effectively utilise network diagrams, identifying the tasks, durations and the sequence of events that must take place to complete your project, looking into the key areas of knowledge, understanding, risk awareness and involvement.

Customised solutions

IMNZ can work with your organisation to deliver highly flexible and customised learning programmes. Contact us to discuss solutions to meet your specific learning and development needs.



I wanted to acquire tangible project management tools and strategies to aid me as I move forward. Not only did I learn some useful tools, but I also gained confidence in speaking and in my ability to succeed.



Jemimah Hicks
Project Manager,
Electronet Services

