



# Essential Project Management Program Outline



Planning Facilitator | Corporate Trainer | Business Consultant  
<https://sonnydelrosario.me>  
[me@sonnydelrosario.me](mailto:me@sonnydelrosario.me)  
+63947 513 0773



# Essential Project Management Corporate Training Program

Duration: 16 hours (Two days)

## Program Description

Essential Project Management is a highly practical, application-focused training program designed for professionals who need to manage projects effectively in their day-to-day work, without pursuing formal certification. Grounded in the principles of the PMBOK Guide Seventh Edition, the program emphasizes value delivery, adaptability, and real-world execution rather than rigid processes.

Ideal for corporate trainers, event managers, team leads, and functional professionals, this 2-day program equips participants with essential project management skills - from defining project goals and scope, to planning timelines, managing risks, and coordinating stakeholders. The program also integrates the use of artificial intelligence and accessible digital tools to enhance productivity, streamline planning, and improve communication and reporting.

Through a combination of guided discussions, hands-on workshops, and tool-based exercises, participants work on a real or simulated project throughout the program. By the end of the training, each participant produces a comprehensive Project Execution Plan that can be immediately applied in their workplace. This ensures that learning goes beyond theory and translates directly into improved project outcomes and performance.

## Program Objectives

At the end of the program, participants will be able to:

- Apply core PMBOK principles and performance domains in real work settings;
- Define clear project goals, scope, and success criteria;
- Plan timelines, resources, and risks using simple tools;
- Use AI tools to support planning, documentation, and communication;
- Execute and monitor projects effectively using digital platforms; and
- Deliver a complete, practical Project Execution Plan.



## Required Final Output

By the end of Day 2, each participant develops a real-world plan based on an actual or simulated project (e.g., training program rollout, corporate event, internal initiative), including:

- Project goals and success criteria
- Scope and key deliverables
- Work breakdown and timeline
- Roles and responsibilities
- Risk assessment and mitigation plan
- Communication plan
- Identified AI and digital tools for execution

## Program Outline

### DAY 1: Project Foundations and Planning (8 Hours)

*Theme: Structuring Work for Successful Execution*

#### Module 1: Project Management in Practice

- What is a project (vs. operations)
- Common project challenges in real work settings
- Overview of PMBOK 7 principles and performance domains
- Activity: Participants define their working project for the program

#### Module 2: Defining Project Value and Scope

- Identifying stakeholders and expectations
- Defining success: outcomes vs. outputs
- Scope definition and avoiding scope creep
- Workshop: Drafting project goals, scope, and success criteria

#### Module 3: Planning Work and Timelines

- Work Breakdown Structure (WBS) simplified
- Sequencing tasks and identifying dependencies
- Estimating duration and setting timelines
- Free/freemium project management tools
- Workshop: Creating a basic project schedule

#### Module 4: Resource Planning and Risk Management

- Identifying resource needs
- Common project risks and how to anticipate them
- Simple risk matrix
- Exercise: Drafting a risk register



## Module 5: Project Budgeting

- What to include in a project budget
- Cost categories (labor, materials, logistics, contingency)
- Estimating costs based on tasks and resources
- Balancing scope, time, and cost (practical trade-offs)
- Basic cost monitoring concepts
- Workshop: Creating a simple project budget

## Module 6: AI for Project Planning and Budgeting

- Using AI for task breakdown, timeline estimation, and risk identification
- Prompting techniques for project managers
- Hands-on Activity: Using AI to refine project plans

## Day 1 Output

- Project scope and objectives
- Initial timeline and task structure
- Risk register
- Initial project budget

## DAY 2: Execution, Monitoring, and Delivery (8 Hours)

*Theme: Driving Projects to Completion*

## Module 7: Leading and Coordinating Work

- Roles and responsibilities
- Accountability and follow-through
- Managing stakeholders
- Exercise: Stakeholder mapping

## Module 8: Communication and Collaboration

- Project communication essentials
- Status updates and reporting
- Managing expectations
- Free/freemium project communication tools
- Activity: Creating a communication plan

## Module 9: Monitoring Progress, Costs, and Performance

- Tracking progress vs. plan
- Monitoring budget vs. actuals
- Identifying delays and cost overruns
- Taking corrective action
- Exercise: Designing a simple tracking dashboard



#### Module 10: AI for Execution and Reporting

- Automating updates and summaries
- AI for reporting and documentation
- Using AI to analyze project performance
- Hands-on: Generating project updates using AI

#### Module 11: Closing Projects and Capturing Learnings

- Deliverables and handover
- Evaluating success (time, cost, quality)
- Lessons learned for continuous improvement

#### Final Capstone Activity: Completion and Presentation of the Project Execution Plan (PEP)

- Validated schedule, budget, and monitoring approach
- Peer review and facilitator feedback

### **Program Participants**

The ideal participants to this program are:

- Corporate trainers and L&D professionals
- Event managers and coordinators
- Team leads and functional specialists
- Professionals managing projects without formal PM roles
- Anyone who needs structured project execution skills

### **Program Methodology**

This program uses:

- Short lectures (concept clarity)
- Hands-on workshops (application-heavy)
- Tool-based exercises (digital-first approach)
- Case discussions and peer learning
- Immediate application to participants' actual projects



## Learning Investment

For this program, the investment per participant is as follows:

No. of Participants per Run	Investment per Participant, Ex-VAT (Php)	Investment per Participant, including VAT (Php)
Below 6	13,500	15,120
6 to 10	12,800	14,336
11 to 15	12,100	13,552

Payment terms are:

- 50% of the total investment of one run as downpayment upon signing of the corporate training contract.
- 50% of the total investment of one run as final payment upon conclusion of the program on its second day.

