LEADERSHIP & MANAGEMENT · SHORT COURSE

Practical Project Management: Planning, Control and Delivery

This practical course equips participants with the knowledge and skills required to successfully plan, coordinate, implement, monitor, and close projects.

DATES	9–13 Nov 2026	DURATION	5-day course
COURSE FEE	TZS 1,200,000 · per participant	VAT	Fee excludes VAT
VENUE	Arusha, Tanzania	DAILY HOURS	8:30 AM – 4:30 PM
FEE INCLUDES	Course materials, lunch and refreshments	CERTIFICATE	Certificate of attendance
TRAINER	Elly International training team	APPLICATIONS	Open for applications

Overview

This practical course equips participants with the knowledge and skills required to successfully plan, coordinate, implement, monitor, and close projects. It focuses on practical project management techniques that help organizations deliver projects on time, within budget, within scope, and to the required quality standards.

Participants will learn how to develop project plans, define scope and deliverables, allocate resources, manage schedules and budgets, identify and control risks, monitor progress, and manage stakeholders. Through practical exercises, case studies, project simulations, and workplace-based activities, participants will develop the confidence to apply project management tools and techniques to real organizational projects.

Course content

Module 1: Project Management Fundamentals

- Project management concepts and principles
- Project life cycle and key phases
- Roles and responsibilities of the project team
- Project governance and accountability
- Understanding project success factors

Module 2: Project Initiation and Scope Management

- Identifying project needs and objectives
- Developing project charters
- Defining project scope and deliverables
- Stakeholder identification and analysis
- Work Breakdown Structure (WBS)
- Managing scope changes

Module 3: Project Planning and Scheduling

- Developing a comprehensive project plan
- Activity identification and sequencing

- Estimating project duration and resources
- Developing project schedules and milestones
- Critical Path Method (CPM)
- Gantt charts and project scheduling tools

Module 4: Project Resource and Budget Management

- Resource planning and allocation
- Developing project budgets
- Cost estimation and cost control
- Managing human, financial, and material resources
- Tracking project expenditure
- Managing resource constraints

Module 5: Project Risk Management

- Identifying project risks
- Risk assessment and prioritization
- Developing risk registers
- Risk response strategies
- Monitoring and controlling project risks
- Managing issues and unforeseen challenges

Module 6: Project Monitoring and Control

- Establishing project performance indicators
- Monitoring scope, schedule, cost, and quality
- Progress reporting and documentation
- Identifying deviations and corrective actions
- Change control and issue management
- Introduction to Earned Value Management (EVM)

Module 7: Stakeholder and Team Management

- Stakeholder engagement and communication
- Building effective project teams
- Roles, responsibilities, and accountability
- Managing conflicts within project teams
- Project meetings and communication plans
- Managing stakeholder expectations

Module 8: Project Delivery, Closure and Practical Application

- Project implementation and delivery
- Quality assurance and acceptance
- Handover and project completion
- Project closure and documentation
- Lessons learned and post-project evaluation
- Practical project-planning exercises and case studies
- Development of a workplace project management action plan

Who should attend

This course is suitable for professionals involved in planning, implementing, coordinating, monitoring, and delivering projects, including:

- Project Managers and Project Officers
- Programme and Project Coordinators
- Team Leaders and Supervisors

- Operations Managers
- Department Heads and Managers
- Monitoring and Evaluation Officers
- Procurement and Contract Management Professionals
- Finance and Administration Officers
- ICT and Technical Project Teams
- NGO and Development Programme Staff
- Government and Public-Sector Officers
- Consultants and Business Professionals
- Professionals preparing to take on project management responsibilities

It is particularly relevant to government institutions, NGOs, development organizations, private companies, construction and engineering firms, ICT organizations, financial institutions, and other organizations that implement projects and programmes.

How to apply

Apply online at elly.wysyntaxtest98.or.tz. Your place is confirmed only after we review your application and contact you, within 1 working day.

Apply for this course | Ask on WhatsApp | Email us

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Details correct as of 8 November 2026.