Transformation Pillar:
Core HR Systems & Specialized Expertise

Project Management Essentials for the Non-Technical Project Manager

Deliver Projects On Time, Within Scope, and With Confidence

COURSE OVERVIEW

Most professionals manage projects long before anyone calls them project managers: launching initiatives, implementing systems, running events, or leading change. This two-day program gives non-technical professionals a practical, repeatable approach to planning and delivering projects, without specialist software or technical jargon.

Participants follow a project from start to finish: initiating it with a clear charter and stakeholder map, defining scope and deliverables, building a realistic schedule and budget, managing risks and issues, leading the project team, communicating progress, and closing the project with lessons learned. Throughout, the focus is on the people side of projects, including influencing without authority and keeping stakeholders engaged.

Participants leave with a ready-to-use project toolkit: charter, scope statement, schedule, risk log, RACI chart, and status report templates.

This workshop is delivered by world-renowned HR transformation expert, consultant, and author, **Mostafa Azzam**, a certified Franklin Covey facilitator for project management, who has led major capability and transformation projects across the region.

COURSE OBJECTIVES

By the end of this workshop, participants will be able to:

- **Initiate** projects with a clear charter, objectives, and stakeholder map.
- **Define** scope and deliverables, and control scope creep.
- **Plan** realistic schedules, budgets, and resources.
- **Manage** project risks and issues before they become problems.
- **Lead** project teams and influence stakeholders without formal authority.
- **Track** progress and communicate status with simple, effective reporting.
- **Build** a complete plan for a real project from their own work.

COURSE METHODOLOGY

This program follows our decision-centered learning design, combining:

- **Opening Challenges:** Practical challenges that surface participants' assumptions before frameworks are introduced.
- **Expert-Led Briefings:** Concise, evidence-based input on concepts, frameworks, and emerging practice.
- **Case Studies and Simulations:** Realistic situations with genuine choices, where participants decide, defend, and reconsider.
- **Hands-on Activities:** Applying tools and frameworks to participants' own work.
- **Ready-to-Use Tools and Templates:** Practical resources delegates can apply immediately in the workplace.
- **Capstone Project:** Plan a real project from your own work, from charter and scope to schedule, risks, and stakeholder plan.

WHO SHOULD ATTEND

This workshop is designed for:

- Professionals who lead projects alongside their main role
- HR, finance, operations, and administrative staff
- Team leaders and supervisors
- New or aspiring project managers
- Anyone who coordinates initiatives, events, or change

No prior project management experience or software is required.

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