

SESSION

1

PROJECT MANAGEMENT ESSENTIALS

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AGENDA Course Content & Overview

01

Introduction

Setting expectations & foundational concepts

02

Define Project

Understanding scope, goals, and boundaries

03

Skills Required of a PM

Key competencies and leadership traits

04

Project Phases

Life cycle from initiation to closure

05

Getting Equipped to Start

Preparation, team alignment & readiness

06

Project Tools

Essential software, templates & frameworks

07

Recap

Key takeaways, Q&A & next steps

**Mastering Project Management Essentials
step-by-step for impactful project execution.**

Introduction

- *What comes to mind when you hear 'project management'?*
- *Have you worked on a project that missed deadlines or failed to deliver? Why?*
- *What makes a project successful in your opinion?*



What you will Learn Today!

- ✓ Understand the fundamentals of project management.
- ✓ Learn about project phases .
- ✓ Plan and lead effectively
- ✓ Use project management tools

What is Project Management ?

A project is a temporary endeavor that produces a unique product, service or result.

Project Management, on the other hand, is the application of knowledge, skills, tools and techniques to satisfy project requirements

Temporary

Unique

Progressively
Elaborate

Coordinating tasks, people and resources

Understanding Project Management

EXAMPLE GOAL

Broad Intention

"A community organisation wants to improve youth employability."

THE PM TRANSFORMATION

Project management converts this vision into structured, actionable components →

Target Group

Defined beneficiaries & participants

Objective

Clear, measurable targets

Activities

Actionable tasks & steps

Responsibilities

Role & team ownership

Timetable

Schedules & deadlines

Budget

Financial resources

Indicators

Performance metrics

Risks

Mitigation strategies

Reporting

Governance & updates

Project, Operations, Programme and Portfolio

Project

A temporary endeavor undertaken to create a unique product, service, or result.

Operations

Ongoing, repetitive organizational activities designed to sustain the business day-to-day.

Programme

A group of related projects managed in a coordinated way to obtain benefits not available from managing them individually.

Portfolio

The full set of programmes and projects an organization is running at once

Project, Operations, Programme and Portfolio

Project vs. Operations

Concrete contrast in everyday scenarios

Healthcare Facility

Project: Constructing a health centre

Operation: Operating the centre daily

Finance & HR

Project: Introducing a new payroll system

Operation: Processing monthly salaries

Programme Scope

Managing interconnected projects

A **programme** is broader in scale and integrates several related projects to achieve overarching goals.

Example: Women's Economic Empowerment

- Vocational training initiative
- Community savings groups establishment
- Market access facilitation

KEY TAKEAWAY

Why Distinction Matters

Properly categorizing these elements helps the project team effectively execute strategy:

- **Scope Definition:** Sets clear boundaries between temporary projects and ongoing services.
- **Deadline Clarity:** Establishes distinct timelines versus permanent operations.
- **Expected Results:** Ensures target deliverables align with overall strategic impact.

Skills Required Of A Project Manager

Leadership

Problem Solving

Communication

Task Management

Team building

Risk management

Negotiation

Time manager



Project Lifecycle



The project lifecycle is a representation of all the phases a project typically goes through from start to finish. These phases are logically related project activities that culminate in the completion of a deliverable.



Why It Matters:

- ✓ **Structure:** Provides a roadmap for execution.
- ✓ **Control:** Enables tracking and decision-making at each phase.
- ✓ **Success:** Helps align resources, timelines, and expectations.

Get Started with your Project

1. Start Smart



Clear goals



Stakeholder map



Business case snapshot

2. Plan to Win



Work Breakdown Structure (WBS)



Gantt Charts & Timelines



Budget & Risks

3. Get the Work Done



Manage teams



Align tasks



Communicate clearly

4. Remain on Track



Track KPIs



Manage changes



Quality checks

5. Wrap Up



Deliverables



Lessons learned



Thank stakeholders

Project Management Tools

Ghant Charts

Visualize projects schedule

Work Breakdown Structure (WBS)

Hierarchical breakdown of task

Project Charter

It's a high-level document defining scope, objectives and assumptions .

Digital Tools

Software like Excel, MS Project, Trello, and ClickUp for planning and Tacking

RACI Matrix

defines who is responsible, accountable, Consulted and Informed. It creates a structure for managing stakeholders.

Risk Register

- A document to identify, access and monitor risks.

Recap and Reflection

- 📎 Projects are temporary and unique
- 📎 Five lifecycle phases guide all project work
- 📎 Tools help structure and execute tasks
- 📎 Project success relies on planning and communication
- 📎 Risk and stakeholder management are crucial

Conclusion

Thank you!

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