

Project Planning Essentials – from Idea to Structured Project Plan

Area: Project Planning and Delivery (Project Management)

Course Description

This course focuses on developing essential project planning skills through a structured, practice-oriented approach. It introduces students to the fundamentals of project planning, including defining goals, scope, and requirements, and structuring work using a Work Breakdown Structure. Learners gain practical experience in scheduling, resource planning, and budgeting, supported by widely used project management tools. The course also covers quality management and risk management, emphasizing measurable criteria, prevention, and control. Modern project management platforms such as Trello, Asana, and Jira are used to build digital workflows and schedules. In the final module, students learn how AI can support project planning, automation, and analysis.

Objectives

The goals of this course are to develop practical competencies in project planning and preparation of a structured project plan.

After completing the course, participants will be able to:

- Explain fundamental concepts of project planning, including project lifecycle, scope definition, scheduling, budgeting, quality, and risk management.
- Define project goals, requirements, and scope, and structure project work using a Work Breakdown Structure (WBS).
- Develop project schedules, identify dependencies and critical paths, and plan resources using digital PM tools.
- Prepare and monitor a project budget, define quality criteria, and create risk registers with mitigation actions.
- Use project management platforms to build workflows.

Topics

1. Introduction to Project Planning.
2. Scheduling and Resource Planning.
3. Budgeting and Cost Control.
4. Quality Management in Projects.
5. Risk Management and Quality Assurance.
6. PM Tools & AI for Project Planning.

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