

MASTER CLASS

Project Management Essentials

*Lead projects with structure, confidence and control —
even when project management isn't your job title.*

A 2-DAY INTENSIVE FOR PROFESSIONALS WHO
LEAD PROJECTS
WITHOUT A PROJECT MANAGEMENT TITLE

2 DAYS

Hands-on intensive

20+ YEARS

Of trainer experience

HRDC

Refundable

FACILITATED BY SHOAYB PEERBOCUS

Digital Transformation Strategist • Past President, PMI Chapter Mauritius

THE PROBLEM NOBODY PUTS ON THE AGENDA

Most projects don't fail because of the work.

They fail because of how the work is led.

In every organisation, the same pattern repeats. A capable specialist, a strong technical lead or a newly promoted manager is asked to deliver something cross-functional, time-bound and visible. Nobody calls it a project. Nobody assigns a project manager. And so it gets run on instinct — emails, status updates, hope.

Then come the surprises: shifting scope, missed handoffs, silent risks, frustrated stakeholders, deadlines that slip, costs that creep, and lessons that nobody captures. The work eventually gets delivered — but at a cost the organisation rarely measures.

THE HIDDEN COST OF UNMANAGED PROJECTS

- Rework that quietly doubles the original effort
- Stakeholders disengaging because they don't see progress
- Risks that surface late, when fixing them is expensive
- Talented people burning out from chaos, not workload
- A culture where every project starts from scratch

Project Management Essentials closes that gap. It gives non-PM professionals the structure, tools and confidence to lead projects predictably — without slowing the work down with bureaucracy.

WHO THIS IS BUILT FOR

Three professionals. One shared challenge.

THE TECHNICAL SPECIALIST

Engineers, IT leads, finance and analytics professionals.

You're the expert in your domain — and now you're being asked to lead the delivery, not just contribute to it.

THE NEWLY PROMOTED MANAGER

First-time managers, supervisors, business unit leads.

You inherited initiatives, deadlines and stakeholders — and you need a way to lead them that doesn't depend on improvisation.

THE CROSS-FUNCTIONAL TEAM LEAD

HR, marketing, operations, transformation and PMO contributors.

You coordinate people who don't report to you — and you need authority that comes from clarity, not from a job title.

WHAT CHANGES AFTER 2 DAYS

From improvising to leading — a measurable shift.

BEFORE

You react to issues as they explode

Stakeholders ask the same questions weekly

Scope expands without anyone noticing

You're the bottleneck for every decision

Project lessons disappear after delivery

AFTER

You anticipate and de-risk early

Stakeholders trust your status updates

Scope is clear, agreed and managed

Decisions are framed and delegated

Every project compounds your team's capability

THE 2-DAY LEARNING JOURNEY

One real case study. Six modules. End-to-end mastery.

THE RED THREAD — OUR SIGNATURE TEACHING METHOD

You don't just learn project management. You run a project.

From the first hour of Day 1 to the closure session on Day 2, every participant works on the same realistic business case study — a project they could be asked to lead the Monday after.

Every framework you learn, you immediately apply to the case. Every tool, you fill in for real. By the time you close the project on Day 2, you haven't just understood the methodology — you've executed it end-to-end with a coach beside you.

CONNECTED

Topics don't sit in silos. Each module builds on the last, exactly the way real projects unfold.

APPLIED

Frameworks aren't demonstrated on slides. You apply each one to the case, with feedback in the room.

TRANSFERABLE

The case mirrors the kind of cross-functional initiative most participants face at work — so the leap from classroom to job is short.

The outcome: you leave with a completed project — charter, plan, risk register, status report, change log, closure document — and the muscle memory to do it all again, on a real project, without hesitation.

DAY 1 — FROM BRIEF TO PLAN

Set the project up so it can't fail in silence.

01

DAY 1 — MORNING

Getting Your Hands Around Project Management

Tell the difference between a project and operations, recognise why projects succeed or fail, and adopt the framework that gives every project structure from day one.

- › Project vs. operations — and why the distinction matters
- › The 5 success factors most teams ignore
- › The end-to-end project framework you'll use for every initiative

ON THE CASE STUDY

You receive the case study brief and frame it as a project — identifying what you've been given, what's missing, and what to ask before you commit.

02

DAY 1 — LATE MORNING

Getting It Off the Ground

Stop projects starting in confusion. Build a rock-solid charter, identify every stakeholder, and align them around why this work matters before the first task is assigned.

- › Build a project charter that earns sponsor buy-in
- › Map stakeholders, influence and expectations
- › Define success in terms the business will measure

ON THE CASE STUDY

You draft the project charter for the case study and build the stakeholder map — the same documents you'd hand to a real sponsor on Monday.

03

DAY 1 — AFTERNOON

Planning the Work

Move from a vague brief to a credible plan. Estimate effort, sequence the work, build the schedule, assign clear roles, and surface risks before they surface you.

- › Define scope, deliverables and work breakdown
- › Estimate resources, cost and time with confidence
- › Build a realistic schedule and a risk plan you'll actually use

ON THE CASE STUDY

You build the work breakdown, schedule and risk register for the case study — leaving Day 1 with a complete, credible project plan.

DAY 2 — FROM EXECUTION TO CLOSURE

Lead delivery, capture value, and step into modern leadership.

04

DAY 2 — MORNING

Working the Plan

Lead delivery without becoming the bottleneck. Run effective status, manage change, handle issues, and keep stakeholders informed without drowning in meetings.

- › Build a status report sponsors actually read
- › Run meetings that move the project forward
- › Manage change requests and emerging issues with a clear protocol

ON THE CASE STUDY

A change request lands on your case study mid-flight. You assess impact, run the change protocol, and produce a status report your sponsor would actually trust.

05

DAY 2 — MID-DAY

Closing & Capturing Value

Close projects properly so the value is captured, the team is recognised, and the next project starts smarter than the last one.

- › Run lessons-learned sessions teams actually engage with
- › Archive the right artefacts — not paperwork for paperwork's sake
- › Build a closure checklist you can reuse on every project

ON THE CASE STUDY

You close out the case study: lessons-learned, closure document, archived artefacts — completing a full project lifecycle in 36 hours, not 6 months.

06

DAY 2 — AFTERNOON

Agile, AI & Power Skills

Modern project leadership is hybrid. Learn when Agile fits, how AI tools accelerate planning and reporting, and the soft skills that turn a coordinator into a leader.

- › Agile values, life cycle and when to use Hybrid
- › AI tools that save project managers hours every week
- › Influence, motivation, conflict resolution and emotional intelligence

ON THE CASE STUDY

You revisit your case study through an Agile and AI lens — and walk away knowing exactly when to apply each approach on the projects waiting for you at work.

WHAT YOU TAKE BACK TO WORK

Practical tools, not theoretical slides.

Every participant leaves with a complete toolkit — the same templates and frameworks Shoayb uses on live projects. No theory you'll never apply. No frameworks that look good on slides but break in the real world.

✓ Project Charter Template

A one-page document that aligns sponsor, team and scope before kick-off.

✓ Risk Register

A structured way to surface risks early — and decide what to do about them.

✓ Change Control Log

A protocol that protects scope without making you the difficult one.

✓ Stakeholder Influence Map

A simple visual that tells you who to engage, how often and on what.

✓ Status Report Format

A reporting cadence sponsors actually read, in under 90 seconds.

✓ Closure Checklist

Everything you need to close strong and capture value for next time.

PLUS — TWO BONUSES INCLUDED

AI productivity guide for project managers — the prompts, tools and shortcuts to save 5+ hours per week.

30-day post-training support — direct access to Shoayb for follow-up questions as you apply the tools to your real project.

WHY THIS TRAINER

Practitioner first. Trainer second.

Shoayb Peerbocus has spent over 20 years leading transformation, technology and operational projects across Australia, Canada and Mauritius — at organisations including Aviva, HSBC, Ceridian and IBL Group.

As Founder of Innovanta One and President of the PMI Chapter Mauritius, he trains the way he leads: grounded in real delivery, focused on behavioural change, and measured by what participants actually do differently the Monday after.

20+ YEARS

Leading projects internationally

PMI CHAPTER

President, Mauritius

4 INDUSTRIES

Banking, insurance, logistics, technology

3 CONTINENTS

Australia, Canada, Mauritius

"This course thoroughly enhanced my understanding of project management and brought real-world examples together in a practical, concise way. It pushed my personal quality standards higher."

— Past participant, Project Management Essentials

RESERVE YOUR SEAT

Two days. One transformation.**DURATION**

2 days • 12 hours of intensive learning

INVESTMENT

Rs 36,500 per participant • HRDC refundable

VENUE

Hotel-based • Live, in-person, fully facilitated

FORMAT

Workshops, breakouts, real case applications

ALSO AVAILABLE

In-house delivery for teams of 8 or more

TO REGISTER OR REQUEST AN IN-HOUSE PROPOSAL

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