

PROJECT MANAGEMENT FOR NON-PROJECT MANAGERS TRAINING IN THE PHILIPPINES

FROM TASKS TO PROJECT RESULTS

Practical Project Planning, Coordination, Execution, Monitoring, Risk Management, and Delivery Skills for Professionals Who Manage Projects Without the Project Manager Title

TRAINING OVERVIEW

Not everyone who manages a project carries the title **Project Manager**.

Across organizations, employees regularly find themselves responsible for:

- Launching a new product or service;
- implementing a new system;
- organizing an event;
- relocating an office;
- introducing a new process;
- rolling out a policy;
- coordinating a marketing campaign;
- preparing for certification;
- improving an operational workflow;
- opening a new branch;
- implementing a training initiative;
- leading a digitalization project;
- coordinating a client engagement;
- handling a procurement initiative;
- completing an audit-readiness project;
- introducing new equipment;
- implementing an HR program;
- running a cross-functional improvement project; or
- delivering another temporary initiative with a defined result and deadline.

The employee responsible may be an:

- Department Manager;
- Supervisor;
- HR professional;
- Marketing Officer;
- Engineer;
- Accountant;
- Operations employee;
- IT specialist;
- Administrative professional;

- Sales leader;
- Procurement professional;
- Quality personnel;
- Executive Assistant; or
- technical subject-matter expert.

Yet once responsibility for the project is assigned, that person is suddenly expected to:

- Define what needs to be accomplished;
- clarify scope;
- break down the work;
- identify stakeholders;
- organize tasks;
- estimate timelines;
- assign responsibilities;
- coordinate employees who may not report directly to them;
- manage resources;
- anticipate risks;
- monitor progress;
- communicate updates;
- handle delays;
- control changes;
- solve problems;
- facilitate meetings;
- escalate issues;
- keep management informed; and
- ultimately deliver the expected result.

Without fundamental project-management skills, projects can quickly become a series of disconnected activities.

People may be working hard, but:

- Responsibilities remain unclear;
- deadlines keep moving;
- tasks fall between departments;
- meetings produce little action;
- scope expands continuously;
- risks are discovered too late;
- decision-makers receive incomplete updates;
- stakeholders have different expectations;
- problems remain unresolved;
- resources are overcommitted;
- changes are made informally;
- project leaders spend their time firefighting; and
- completion becomes dependent on last-minute effort.

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From Tasks to Project Results: Project Management for Non-Project Managers Training in the Philippines equips professionals who lead or participate in projects—without being formally trained project managers—with a simple, practical, and structured approach to getting projects organized and delivered.

The program is intentionally designed for **non-specialists**.

Participants do not need formal project-management certification, advanced scheduling software, engineering knowledge, or previous project-management training.

Instead, they learn the essential disciplines required to answer seven practical questions:

1. **What exactly are we trying to accomplish?**
2. **Who needs to be involved?**
3. **What work must be completed?**
4. **What could prevent success?**
5. **How will we execute and coordinate the work?**
6. **How will we know whether the project is on track?**
7. **How will we close the project properly and capture learning?**

The program introduces the **MSS P.R.O.J.E.C.T. Project Management Framework**:

- **P — Pinpoint the Purpose, Outcomes, Scope, and Success Measures**
- **R — Recognize Stakeholders, Roles, Responsibilities, and Requirements**
- **O — Organize the Work, Timeline, Resources, and Dependencies**
- **J — Judge Priorities, Risks, Constraints, and Project Changes**
- **E — Execute, Engage, Communicate, and Coordinate**
- **C — Check Progress, Resolve Issues, and Control Performance**
- **T — Turn Over Results, Close Properly, and Transfer Learning**

Following MSS Corporation's **EnterTRAINment** methodology, this **Training on Project Management for Non-Project Managers in the Philippines** minimizes lecture-heavy instruction. Participants work through realistic projects, clarify objectives, develop project plans, map stakeholders, break down deliverables, assign responsibilities, identify risks, resolve project issues, conduct project updates, and create practical project-management tools they can use immediately.

The program may be customized according to the client's:

- Industry;
- project types;
- organizational structure;
- reporting requirements;
- project templates;
- decision-making authority;
- existing project-management methodology;
- approval processes;
- risk requirements;

- actual anonymized projects; and
- recurring project-delivery challenges.

TRAINING GOAL

To equip professionals who manage projects without formal Project Manager titles with the essential mindset, tools, planning disciplines, coordination skills, risk-management practices, communication techniques, monitoring methods, and execution habits required to deliver projects more systematically, efficiently, and successfully.

TRAINING OBJECTIVES

By the end of the program, participants should be able to:

1. **Explain** what makes work a project and how project work differs from routine operations;
2. **Recognize** the responsibilities of a person leading a project even without the formal title of Project Manager;
3. **Apply** the MSS P.R.O.J.E.C.T. Project Management Framework;
4. **Clarify** the business reason, expected outcome, project objective, and success criteria before execution begins;
5. **Differentiate** project objectives, deliverables, activities, milestones, and success measures;
6. **Define** project scope and recognize potential scope creep;
7. **Identify** key stakeholders and understand their interests, influence, expectations, and information needs;
8. **Clarify** project roles, responsibilities, decision rights, and accountabilities;
9. **Break down** large project deliverables into manageable work packages and activities;
10. **Sequence** activities according to dependencies and priorities;
11. **Develop** a practical project timeline containing milestones, owners, and deadlines;
12. **Estimate** basic resource requirements;
13. **Recognize** project constraints involving time, scope, resources, quality, and organizational requirements;
14. **Identify** potential project risks before they become actual problems;
15. **Differentiate** risks from issues;
16. **Develop** practical preventive and contingency actions;
17. **Manage** project changes more systematically;
18. **Coordinate** project stakeholders even when they do not directly report to the project leader;
19. **Conduct** focused project meetings and progress updates;
20. **Communicate** project status using concise, decision-oriented information;
21. **Monitor** deliverables, milestones, risks, issues, decisions, and action items;
22. **Identify** early warning signs of project delay;
23. **Respond** appropriately to missed commitments, unresolved dependencies, and emerging problems;
24. **Escalate** project concerns with relevant facts, impact, options, and recommended actions;
25. **Close** projects properly through completion verification, turnover, documentation, and lessons learned; and
26. **Prepare** a practical project plan for immediate workplace application.

LEARNING DOMAINS ADDRESSED

Cognitive Domain

Participants understand basic project-management concepts involving objectives, scope, stakeholders, planning, scheduling, risk, execution, communication, monitoring, change, and closure.

Affective Domain

Participants strengthen ownership, accountability, discipline, collaboration, foresight, adaptability, objectivity, and results orientation.

Psychomotor and Behavioral Domain

Participants develop and use practical project charters, work plans, responsibility matrices, risk registers, progress trackers, action logs, and project-closeout tools.

FROM POINT A TO POINT B

Point A: Before the Training

Participants may:

- Begin projects before objectives are clearly defined;
- confuse activities with deliverables;
- accept vague project instructions;
- overlook stakeholder expectations;
- assume everyone understands their role;
- create unrealistic deadlines;
- manage projects mainly through memory;
- depend heavily on chat messages and email threads;
- assign tasks without clarifying ownership;
- overlook dependencies;
- discover risks only after they become problems;
- tolerate uncontrolled scope changes;
- conduct meetings without decisions;
- keep project updates too long or too vague;
- wait until deadlines are missed before intervening;
- solve symptoms rather than causes;
- escalate problems without recommendations;
- struggle to influence employees outside their department;
- focus on completing tasks rather than delivering the overall project outcome;
- fail to document decisions;
- close projects informally; or
- move immediately to the next project without capturing lessons learned.

Point B: After the Training

Participants should be better able to:

- Define project outcomes before launching work;
- identify measurable success criteria;
- clarify scope;
- map stakeholders;
- establish roles and decision rights;
- organize deliverables into manageable work;
- build realistic timelines;
- recognize dependencies;
- assign accountable owners;
- anticipate project risks;
- prepare preventive actions;
- manage changes systematically;
- facilitate concise project meetings;
- coordinate cross-functional contributors;
- communicate useful project updates;
- monitor milestones and commitments;
- identify project slippage earlier;
- distinguish risks from active issues;
- resolve problems systematically;
- escalate concerns with options;
- maintain accountability;
- verify completion;
- conduct proper turnover; and
- capture lessons for future projects.

ORGANIZATIONAL CHALLENGES ADDRESSED

This **Managing Projects for Non-Project Managers Training in the Philippines** may help organizations address:

- Employees leading projects without formal project-management training;
- unclear project objectives;
- unclear deliverables;
- unrealistic project deadlines;
- poor cross-functional coordination;
- project leaders lacking authority over contributors;
- incomplete work plans;
- unclear project ownership;
- repeated missed deadlines;
- excessive project meetings;
- delayed decisions;

- uncontrolled scope changes;
- weak stakeholder communication;
- recurring project surprises;
- projects becoming reactive;
- risks not being identified early;
- unresolved dependencies;
- poor progress monitoring;
- incomplete status reporting;
- management discovering problems too late;
- different departments working from different assumptions;
- failure to document decisions;
- projects exceeding budget or available resources;
- project leaders attempting to do everything themselves;
- excessive last-minute work;
- completed outputs failing to meet stakeholder expectations;
- weak project handover;
- lack of post-project learning; or
- organizations seeking a standardized basic project-management approach across departments.

WHAT PROJECT MANAGEMENT FOR NON-PROJECT MANAGERS MEANS

Project Management for Non-Project Managers develops essential project-delivery capability among professionals whose primary job is not project management but who nevertheless:

- Lead projects;
- coordinate initiatives;
- manage implementations;
- participate in cross-functional teams;
- own project deliverables; or
- are accountable for temporary organizational initiatives.

The objective is not to turn every participant into a certified professional project manager.

The objective is to equip them with enough project-management discipline to organize work, coordinate people, anticipate problems, monitor progress, and deliver results more reliably.

WHAT IS A PROJECT?

A project is generally a temporary undertaking created to produce a specific outcome, deliverable, improvement, product, service, system, event, or change.

Examples include:

- Launching a new company website;
- implementing an HRIS;
- opening a branch;
- organizing an annual conference;
- preparing for an ISO certification;
- introducing a new employee-performance system;
- automating a process;
- moving to a new facility;
- implementing a customer-service improvement;
- redesigning a workflow;
- launching a product;
- conducting an organizational restructuring; or
- establishing a new department.

Projects have:

- A beginning;
- an intended end;
- defined outcomes;
- stakeholders;
- resource requirements;
- risks;
- dependencies; and
- success criteria.

PROJECT WORK VERSUS OPERATIONAL WORK

Operational Work

Operational work is recurring and ongoing.

Examples:

- Payroll processing;
- monthly financial reporting;
- daily customer service;
- regular production;
- routine recruitment;
- inventory replenishment.

Project Work

Project work is temporary and created to accomplish a distinct result.

Examples:

- Implementing a new payroll system;

- redesigning the monthly reporting process;
- launching a customer-service chatbot;
- constructing a new production line;
- creating a new recruitment portal;
- implementing a new inventory-control system.

Operations keep the organization running.

Projects change, improve, build, or introduce something.

PROJECT MANAGER VERSUS NON-PROJECT MANAGER

A professional Project Manager may spend most of their role:

- Planning projects;
- coordinating project teams;
- managing schedules;
- controlling costs;
- handling stakeholders;
- maintaining project documentation;
- managing risks;
- and monitoring execution.

A non-project manager may primarily be:

- An HR Manager;
- Marketing Manager;
- Operations Supervisor;
- Engineer;
- Accountant;
- Procurement Officer;
- Executive Assistant;
- Quality Officer; or
- Department Head,

but temporarily becomes responsible for a project.

The project still requires the same basic disciplines.

That is the capability gap this training addresses.

WHY PROJECTS FAIL EVEN WHEN PEOPLE ARE WORKING HARD

Project problems frequently arise because of weak project-management discipline rather than lack of employee effort.

Common causes include:

Unclear Outcomes

People do not share the same definition of success.

Poor Scope Definition

Additional requirements continue entering the project without corresponding changes to resources or deadlines.

Weak Planning

Execution begins before the work is properly organized.

Unclear Ownership

Several people are involved, but nobody is clearly accountable.

Ignored Dependencies

One task cannot start until another person or department completes something first.

Inadequate Risk Management

Potential problems are known but not actively managed.

Weak Stakeholder Communication

Decision-makers and affected groups receive insufficient information.

Delayed Decisions

Work stops while waiting for approvals or unresolved questions.

Poor Monitoring

Problems are discovered close to the deadline.

Weak Closure

Projects finish without proper acceptance, turnover, documentation, or learning.

THE MSS P.R.O.J.E.C.T. PROJECT MANAGEMENT FRAMEWORK

P — PINPOINT THE PURPOSE, OUTCOMES, SCOPE, AND SUCCESS MEASURES

Every project should begin with clarity.

Participants learn to define:

- Why the project exists;
- what problem or opportunity it addresses;
- what must be achieved;
- what deliverables must be produced;
- what is included;
- what is excluded;
- when it should be completed;
- who accepts the final result; and
- how success will be measured.

From Vague to Clear

Weak project statement:

“Improve our onboarding.”

Stronger project objective:

“Redesign and implement a standardized employee onboarding process for newly hired head-office employees by October 31, reducing incomplete onboarding requirements and providing all new hires with the required orientation, access, and first-week schedule.”

Clarity reduces later disagreement.

PROJECT OBJECTIVES, DELIVERABLES, ACTIVITIES, AND MILESTONES

These concepts should not be treated as the same thing.

Objective

What the project intends to achieve.

Deliverable

A specific output produced by the project.

Activity

Work that must be performed to produce a deliverable.

Milestone

A significant project point indicating important progress or completion.

Example:

Objective: Implement a new performance-management system.

Deliverable: Approved employee scorecard template.

Activity: Conduct KPI-development workshops.

Milestone: Management approval of all departmental scorecards.

PROJECT SCOPE

Project scope clarifies what the project will and will not include.

A basic scope definition may state:

- Included outputs;
- excluded outputs;
- locations;
- departments;
- users;
- systems;
- project period;
- assumptions;
- constraints.

Without boundaries, projects become vulnerable to:

Scope Creep

Scope creep happens when project requirements gradually expand without formal review of their impact.

Examples:

“While we're redesigning the onboarding program, can we also create the full employee handbook?”

“Can we include our three provincial sites too?”

“Let's add a mobile application.”

Each request may be reasonable.

The issue is whether the additional work is assessed before being accepted.

R — RECOGNIZE STAKEHOLDERS, ROLES, RESPONSIBILITIES, AND REQUIREMENTS

Projects are delivered through people.

Participants identify:

- Project sponsor;
- project lead;
- project team;
- decision-makers;
- subject-matter experts;
- users;
- customers;
- suppliers;
- support functions;
- affected departments; and
- other stakeholders.

STAKEHOLDER ANALYSIS

Not all stakeholders require the same level of engagement.

Participants consider:

- What does this stakeholder need from the project?
- What influence does the stakeholder have?
- What concerns might they raise?
- What decisions do they control?
- What information do they require?
- How frequently should they be updated?

Possible approaches include:

- Manage closely;
- keep satisfied;
- keep informed;
- monitor appropriately.

CLARIFYING PROJECT ROLES

A project can stall when participants assume:
“Someone else is doing it.”

A basic responsibility structure should clarify who:

- Performs the work;
- owns the output;
- provides input;
- approves;
- must be consulted;
- must be informed.

Organizations may use a RACI or another approved responsibility model.

The principle remains:

Every important deliverable requires clear accountability.

MANAGING WITHOUT FORMAL AUTHORITY

One challenge for non-project managers is coordinating employees who do not directly report to them.

Participants learn to influence through:

- Clear project purpose;
- specific commitments;
- agreed deadlines;
- stakeholder alignment;
- transparent progress;
- professional follow-up;
- problem-solving;
- escalation when necessary; and
- mutual accountability.

Project leadership is not dependent solely on positional authority.

O — ORGANIZE THE WORK, TIMELINE, RESOURCES, AND DEPENDENCIES

Large projects become manageable when broken into smaller pieces.

Participants learn to move from:

Project

→ **Deliverables**

→ **Work Packages**

→ **Activities**

→ **Owners**

→ **Deadlines**

WORK BREAKDOWN

Instead of writing:
“Launch seminar.”

Break it down:

- Confirm seminar objective;
- finalize program;
- approve budget;
- secure venue;
- design marketing materials;
- launch registration;
- confirm participants;
- prepare materials;
- coordinate speakers;
- conduct event;
- evaluate results;
- close expenses.

This makes planning, ownership, and monitoring easier.

PROJECT SEQUENCING AND DEPENDENCIES

Participants identify:

Finish-to-Start Dependencies

Task B cannot begin until Task A is completed.

Example:

Design cannot begin until requirements are approved.

External Dependencies

Progress depends on:

- Supplier;
- regulator;
- customer;
- another department;
- external consultant;
- management approval.

Dependencies should be visible rather than discovered after they create delays.

PROJECT TIMELINE

A practical project timeline should show:

- Activity;
- owner;
- start date;
- deadline;
- dependency;
- milestone;
- status.

Sophisticated software is not always necessary.

A well-maintained spreadsheet or approved project tracker may be sufficient for many internal projects.

RESOURCE PLANNING

Participants identify requirements involving:

- People;
- time;
- budget;
- equipment;
- materials;
- facilities;
- technology;
- suppliers;
- information; and
- management support.

A project deadline is meaningless when required resources are unavailable.

J — JUDGE PRIORITIES, RISKS, CONSTRAINTS, AND PROJECT CHANGES

Projects operate within constraints.

These may involve:

- Time;
- scope;
- cost;
- quality;

- people;
- regulation;
- technology;
- capacity; or
- organizational priorities.

Participants learn that project decisions often involve tradeoffs.

Changing one project dimension can affect others.

PROJECT RISK MANAGEMENT

A risk is something that **may happen** and affect the project.

Examples:

- Supplier may deliver late;
- key employee may become unavailable;
- management approval may be delayed;
- system may fail testing;
- budget may be insufficient;
- venue may become unavailable.

Participants learn to identify:

- Risk;
- likelihood;
- impact;
- preventive action;
- contingency action;
- owner; and
- trigger or warning sign.

RISK VERSUS ISSUE

Risk

Something that **could happen**.

“The vendor may miss the delivery date.”

Issue

Something that **has already happened**.

“The vendor has confirmed the delivery will be five days late.”

Risks are managed proactively.

Issues require active resolution.

MANAGING PROJECT CHANGES

A project change may affect:

- Scope;
- timeline;
- resources;
- cost;
- quality;
- stakeholders; or
- deliverables.

Before accepting a significant change, ask:

1. What is changing?
2. Why is it necessary?
3. What is the impact?
4. What additional resources are required?
5. What deadline changes are needed?
6. Who must approve it?
7. What else will be affected?

Change should be managed—not simply absorbed.

E — EXECUTE, ENGAGE, COMMUNICATE, AND COORDINATE

Project plans create direction.

Execution turns the plan into results.

During implementation, project leaders should:

- Launch work clearly;
- confirm responsibilities;
- monitor commitments;
- communicate changes;
- facilitate decisions;
- remove roadblocks;
- coordinate dependencies;
- manage stakeholders; and

- maintain accountability.

CONDUCTING EFFECTIVE PROJECT MEETINGS

Project meetings should not simply consist of:
“Any updates?”

A focused project meeting may review:

1. What has been completed?
2. What is due next?
3. What is delayed?
4. What problem is blocking progress?
5. What decision is required?
6. What risk has changed?
7. What new action is required?
8. Who owns it?
9. When is it due?

Every meeting should end with clear:

- Decisions;
- actions;
- owners;
- deadlines.

PROJECT COMMUNICATION

Different stakeholders require different information.

Project Team

Needs detailed operational coordination.

Sponsor

Needs progress, major risks, decisions, and support requirements.

Senior Management

Often needs concise status, impact, exceptions, and decisions.

End Users

May need progress, preparation, training, or implementation information.

Good project communication answers:

What does this stakeholder need to know in order to act appropriately?

PROJECT STATUS UPDATES

A practical status update may contain:

- Overall status;
- completed milestones;
- upcoming milestones;
- delayed items;
- major risks;
- major issues;
- decisions required;
- action owners;
- next steps.

Updates should be concise enough to read yet complete enough to support decisions.

C — CHECK PROGRESS, RESOLVE ISSUES, AND CONTROL PERFORMANCE

A project should be monitored against its plan.

Participants learn to review:

- Deliverables;
- deadlines;
- milestones;
- risks;
- issues;
- decisions;
- action items;
- changes;
- resource problems; and
- stakeholder concerns.

EARLY WARNING SIGNS OF PROJECT DELAY

Examples include:

- Repeatedly missed intermediate deadlines;
- incomplete inputs;
- unresolved decisions;

- increasing rework;
- new requirements;
- unavailability of key employees;
- supplier delays;
- resource conflicts;
- growing issue logs;
- long periods without progress;
- meetings repeatedly discussing the same problem.

Strong project leaders act on warning signs before the final deadline is at risk.

PROJECT ISSUE MANAGEMENT

When an issue arises:

1. Define the problem;
2. identify impact;
3. determine root cause where practical;
4. identify options;
5. select the appropriate action;
6. assign an owner;
7. establish a deadline;
8. monitor resolution;
9. escalate when required.

EFFECTIVE PROJECT ESCALATION

Weak escalation:

“We’re having problems with Procurement.”

Stronger escalation:

“The equipment purchase is now five working days behind because supplier accreditation remains pending. If approval is not completed by Friday, installation moves into the following week and may delay testing. We have two options: expedite the accreditation review or approve an alternate accredited supplier. We recommend the first option because pricing and specifications are already confirmed.”

Effective escalation provides:

- Facts;
- impact;
- urgency;
- options;
- recommendation; and

- decision required.

T — TURN OVER RESULTS, CLOSE PROPERLY, AND TRANSFER LEARNING

A project is not finished simply because the project team stops working on it.

Proper closure should confirm:

- Deliverables completed;
- acceptance received;
- outstanding issues transferred;
- documents completed;
- resources released;
- stakeholders informed;
- ownership transitioned;
- lessons captured; and
- results evaluated where appropriate.

PROJECT TURNOVER

Turnover should clarify:

- What is being transferred?
- To whom?
- What documents are required?
- What training is required?
- What pending items remain?
- Who owns ongoing operations?
- What post-implementation support is required?

Poor turnover can cause a successful project to fail during operations.

LESSONS LEARNED

Participants ask:

What Worked Well?

What should future projects repeat?

What Did Not Work?

What should be changed?

What Surprised Us?

What risks or dependencies were missed?

What Would We Do Differently?

What process should improve?

What Should Be Standardized?

What template, tool, or practice should become part of future projects?

Project experience becomes organizational capability only when learning is captured and reused.

BASIC PROJECT MANAGEMENT TOOLS FOR NON-PROJECT MANAGERS

Participants may be introduced to practical tools such as:

- Project Charter;
- Project Objective Statement;
- Scope Statement;
- Stakeholder Map;
- Responsibility Matrix;
- Work Breakdown Structure;
- Project Timeline;
- Milestone Tracker;
- Risk Register;
- Issue Log;
- Change Log;
- Action Tracker;
- Project Status Report;
- Meeting Action Log;
- Project Closure Checklist; and
- Lessons Learned Review.

The program emphasizes usability rather than unnecessary documentation.

Time	Modules and Essential Topics	Major Activity and Participant Output
8:00 AM–10:00 AM	MODULE 1: START WITH CLARITY—DEFINING PROJECT PURPOSE, SCOPE, STAKEHOLDERS, AND SUCCESS 1. Understanding Projects for Non-Project Managers • Project work versus routine operations • Responsibilities of employees leading projects without the Project Manager title 2. Introducing the MSS P.R.O.J.E.C.T. Framework • Pinpoint, Recognize, Organize, Judge, Execute, Check, and Turn Over • Moving from disconnected activity to structured project delivery 3. Clarifying Project Purpose and Outcomes • Business need, objective, deliverables, milestones, and success criteria • Distinguishing activities from actual project results 4. Defining Project Scope • What is included, excluded, assumed, and constrained • Recognizing and preventing uncontrolled scope creep 5. Identifying Stakeholders and Responsibilities • Sponsors, decision-makers, project team, users, and support functions • Stakeholder expectations, influence, communication needs, and accountability	Major Activity: Project Definition Challenge — Participants receive or select a realistic organizational project and clarify its purpose, objective, deliverables, scope, success measures, stakeholders, and responsibilities before execution begins. Major Output: Project Charter and Stakeholder-Responsibility Map
10:00 AM–10:15 AM	MORNING BREAK	

Time	Modules and Essential Topics	Major Activity and Participant Output
10:15 AM–12:00 NN	MODULE 2: BUILD THE PLAN—ORGANIZING WORK, TIMELINES, RESPONSIBILITIES, RESOURCES, AND RISKS 1. Breaking the Project into Manageable Work • Deliverables, work packages, activities, and milestones • Creating visibility around what actually needs to be completed 2. Sequencing Work and Managing Dependencies • What must happen first, next, and in parallel • Internal and external dependencies 3. Developing a Practical Project Timeline • Owners, deadlines, milestones, checkpoints, and resource requirements • Building realistic rather than aspirational schedules 4. Clarifying Roles and Accountability • Responsibility, input, approval, consultation, and communication • Coordinating contributors who do not report directly to the project lead 5. Identifying Project Risks • Likelihood, impact, preventive actions, contingencies, warning signs, and owners • Distinguishing risks from actual issues	Major Activity: Build-the-Project Planning Workshop — Participants break their project into deliverables and activities, assign responsibilities, sequence dependencies, establish milestones, estimate resources, and identify major project risks. Major Output: Integrated Project Work Plan, Timeline, and Risk Register
12:00 NN–1:00 PM	LUNCH BREAK	
1:00 PM–3:00 PM	MODULE 3: MAKE THE PROJECT MOVE—EXECUTION, COMMUNICATION, COORDINATION, AND PROBLEM-SOLVING	Major Activity: Cross-Functional Project Execution Simulation — Participants manage an evolving project involving delayed inputs, conflicting priorities, stakeholder

Time	Modules and Essential Topics	Major Activity and Participant Output
	1. Launching and Coordinating Project Execution • Confirming responsibilities, priorities, commitments, and working arrangements • Moving from planning into disciplined action 2. Managing Stakeholders Without Formal Authority • Influence, commitment, follow-up, negotiation, and cross-functional coordination • Preventing project work from becoming “extra work nobody owns” 3. Conducting Effective Project Meetings • Milestones, actions, decisions, risks, issues, and next steps • Eliminating meetings that produce discussion without movement 4. Providing Useful Project Updates • Status, progress, exceptions, impact, decisions, and recommendations • Tailoring communication for teams, sponsors, and management 5. Resolving Issues and Escalating Effectively • Facts, root causes, options, recommendations, actions, and deadlines • Knowing when to solve, coordinate, consult, or escalate	concerns, resource limitations, and decisions while conducting a project meeting and management update. Major Output: Project Communication, Issue Resolution, and Decision Action Log
3:00 PM–3:15 PM	AFTERNOON BREAK	
3:15 PM–5:00 PM	MODULE 4: KEEP IT ON TRACK—MONITORING, CHANGE CONTROL,	Major Activity: P.R.O.J.E.C.T. Control and Closure Challenge — Participants review project-progress data, identify delays and

Time	Modules and Essential Topics	Major Activity and Participant Output
	ACCOUNTABILITY, CLOSURE, AND LESSONS LEARNED 1. Monitoring Project Performance • Deliverables, milestones, timelines, commitments, risks, and issues • Identifying early warning signs before the final deadline is affected 2. Managing Project Changes • Assessing scope, time, resource, quality, and stakeholder impact • Avoiding informal changes that silently derail the project 3. Strengthening Project Accountability • Clear owners, commitments, deadlines, checkpoints, and follow-through • Addressing repeatedly missed commitments professionally 4. Closing and Turning Over the Project • Completion verification, acceptance, transition, documentation, and pending actions • Ensuring project outputs can operate successfully after turnover 5. Capturing Lessons and Improving Future Projects • What worked, what failed, what surprised us, and what should change • Applying project learning to future initiatives	changes, decide on corrective actions, prepare a concise status report, and complete a proper project closeout and lessons-learned review. Major Output: Project Status Scorecard, Closure Checklist, and 30-Day Project Application Plan
5:00 PM	PROGRAM CLOSING	Learning synthesis, individual commitments, evaluation, and recommended next steps

Participants are expected to complete:

1. **Project Charter and Stakeholder-Responsibility Map**
2. **Integrated Project Work Plan, Timeline, and Risk Register**
3. **Project Communication, Issue Resolution, and Decision Action Log**
4. **Project Status Scorecard, Closure Checklist, and 30-Day Project Application Plan**

These outputs are designed to be practical workplace tools rather than academic exercises.

SAMPLE PROJECT SITUATIONS

Activities may be customized around projects such as:

- Office relocation;
- branch opening;
- employee engagement initiative;
- training program rollout;
- HRIS implementation;
- payroll-system implementation;
- website redesign;
- product launch;
- corporate event;
- ISO certification-readiness project;
- internal audit improvement;
- process automation;
- inventory-system implementation;
- customer-service transformation;
- policy rollout;
- recruitment campaign;
- onboarding redesign;
- marketing campaign;
- digital transformation initiative;
- procurement project;
- facility renovation;
- technology upgrade;
- new supplier implementation;
- workflow redesign;
- employee-performance scorecard rollout;
- organizational restructuring;
- safety-improvement initiative;
- quality-improvement project; or

- client implementation engagement.

TRAINING METHODS

The program follows MSS Corporation's **EnterTRAINment** training-design methodology:

- Approximately **30% concise trainer input, demonstrations, facilitated discussion, and synthesis**
- Approximately **70% project analysis, planning workshops, stakeholder exercises, simulations, decision cases, progress reviews, problem-solving, and workplace application**

Methods may include:

- Project-management self-assessment;
- project-versus-operations exercise;
- objective-writing challenge;
- scope-definition exercise;
- stakeholder mapping;
- responsibility assignment;
- work-breakdown workshop;
- scheduling exercise;
- dependency mapping;
- risk-identification challenge;
- project meeting simulation;
- cross-functional coordination scenario;
- status-report exercise;
- issue-resolution case;
- escalation simulation;
- project-change decision challenge;
- project closeout review; and
- workplace application planning.

TARGET PARTICIPANTS

This **Project Management for Non-Project Managers Training in the Philippines** is recommended for:

- Department Managers;
- Supervisors;
- Team Leaders;
- HR Managers and HR professionals;
- Learning and Development professionals;
- Organization Development practitioners;
- Administrative Managers;
- Operations Managers;
- Sales Managers;

- Marketing professionals;
- Finance and Accounting personnel;
- Procurement and Purchasing professionals;
- Quality personnel;
- Engineers;
- IT professionals;
- Customer Service leaders;
- Executive Assistants;
- Office Managers;
- Project Coordinators;
- technical specialists;
- business analysts;
- process owners;
- committee leaders;
- high-potential employees; and
- employees assigned to lead cross-functional initiatives.

The program is particularly useful for employees who regularly say:

“Project management is not really my job—but somehow I’m always assigned to manage projects.”

RECOMMENDED NUMBER OF PARTICIPANTS

Approximately **12 to 20 participants** is recommended for intensive project-planning workshops, simulations, team feedback, and facilitator coaching.

Groups of up to approximately 25 participants may be accommodated through:

- Project teams;
- breakout groups;
- structured simulations;
- observer roles; or
- additional facilitation support.

DELIVERY OPTIONS

The program may be delivered through:

- Face-to-face in-house training;
- live virtual instructor-led training;
- hybrid training;
- offsite corporate training;
- public seminar;
- management-development program;

- functional capability program;
- project-team onboarding;
- cross-functional leadership program;
- high-potential development; or
- customized training-and-consultancy engagement.

AVAILABLE PROGRAM FORMATS

Half-Day Project Management Essentials for Non-Project Managers

Recommended for:

- Project definition;
- basic scope;
- stakeholder roles;
- work planning;
- timeline creation;
- risk awareness; and
- project monitoring.

The half-day version contains exactly two modules.

One-Day Project Management for Non-Project Managers Training

Recommended for the complete **MSS P.R.O.J.E.C.T. Framework**, including project definition, planning, stakeholder coordination, risk management, execution, monitoring, issue management, change control, and closure.

Two-Day Practical Project Management Workshop

Recommended when the organization requires:

- More detailed project planning;
- intensive work-breakdown exercises;
- scheduling;
- resource planning;
- stakeholder-management simulations;
- risk analysis;
- issue resolution;
- project status reporting;
- change management;
- project closeout; and
- facilitator coaching on participants' actual projects.

Modular Project Management Development Program

Possible modules include:

1. Project Management Fundamentals;
2. Project Scope and Planning;
3. Project Scheduling and Resources;
4. Stakeholder Management;
5. Risk and Issue Management;
6. Project Communication;
7. Monitoring and Control;
8. Project Closure and Lessons Learned.

Project Management Learning Journey

May include:

- Pre-training project-capability assessment;
- core workshop;
- actual project planning;
- workplace application;
- project clinics;
- manager coaching;
- progress reviews;
- refresher sessions;
- post-training evaluation; and
- organizational project-management recommendations.

CUSTOMIZATION OPTIONS

This **Training on Managing Projects for Non-Project Managers in the Philippines** may be customized using the client's:

- Existing project templates;
- project terminology;
- reporting formats;
- approval procedures;
- organizational structure;
- roles and responsibilities;
- scorecards;
- project tracking tools;
- decision-making authority;
- risk requirements;
- escalation processes;
- actual project types;
- anonymized current projects;
- recurring project failures; and

- industry-specific scenarios.

Where appropriate, participants may work on **real projects they are currently responsible for**, provided confidential information is properly managed.

POSSIBLE PROJECT PERFORMANCE MEASURES

Organizations may evaluate post-training application through:

- Percentage of projects with clear charters;
- clarity of project scope;
- milestone achievement rate;
- deadline compliance;
- action-item completion;
- risk identification;
- issue-resolution turnaround;
- project-status reporting quality;
- decision turnaround;
- scope-change documentation;
- stakeholder satisfaction;
- project completion rate;
- budget compliance where applicable;
- rework reduction;
- project-team accountability;
- completion of lessons learned; and
- participant application of project-management tools.

Measures should be selected according to the organization's actual project environment.

PROFESSIONAL AND METHODOLOGICAL BOUNDARIES

This program develops practical foundational project-management capability.

It is **not positioned as**:

- PMP® Exam Preparation;
- CAPM® Exam Preparation;
- formal PMI certification training;
- engineering-project certification;
- construction-project certification;
- Scrum certification;
- Agile certification;
- Microsoft Project software certification; or

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- another credentialing program unless specifically contracted and supported by the required qualifications.

The training may reference widely accepted project-management principles while using MSS Corporation's practical framework and tools for workplace application.

Where the client has an established PMO, Agile framework, project methodology, governance process, or approved templates, the program should be aligned with those organizational requirements.

FREQUENTLY ASKED QUESTIONS

What is Project Management for Non-Project Managers Training in the Philippines?

Project Management for Non-Project Managers Training in the Philippines is a practical program for professionals who lead or participate in projects even though Project Management is not their primary job or formal title.

It develops foundational skills in project definition, scope, stakeholder management, work planning, timelines, risk management, execution, communication, monitoring, problem-solving, change control, and project closure.

What is Training on Project Management for Non-Project Managers in the Philippines?

Training on Project Management for Non-Project Managers in the Philippines equips employees from different functions with a structured but practical approach to managing internal projects and cross-functional initiatives.

What is Managing Projects for Non-Project Managers Training in the Philippines?

Managing Projects for Non-Project Managers Training in the Philippines teaches professionals how to organize, coordinate, monitor, and deliver projects even without formal Project Manager positions.

What is Training on Managing Projects for Non-Project Managers in the Philippines?

Training on Managing Projects for Non-Project Managers in the Philippines helps employees apply essential project-management practices to temporary organizational initiatives such as implementations, events, process improvements, system rollouts, and change projects.

Is this program suitable for employees with no project-management experience?

Yes.

The program assumes participants are **not professional project managers**.

Concepts are introduced in practical business language and applied through workplace examples.

Do participants need project-management certification?

No.

No certification or previous formal Project Management training is required.

Does the program cover project planning?

Yes.

Participants clarify objectives, scope, deliverables, stakeholders, activities, responsibilities, timelines, resources, dependencies, and risks.

Does the training include project scheduling?

Yes.

Participants develop practical timelines containing activities, milestones, owners, deadlines, and dependencies. The program does not require sophisticated scheduling software.

Does it include risk management?

Yes.

Participants identify project risks, assess possible impact, assign ownership, and develop preventive or contingency responses.

Does the program cover stakeholder management?

Yes.

Participants identify stakeholders, assess their needs and influence, determine communication requirements, and clarify project responsibilities.

Does the training cover RACI?

A responsibility-assignment model such as RACI may be introduced when appropriate.

The core objective is ensuring that important project deliverables have clear ownership, approval, consultation, and communication responsibilities.

Does the program cover project meetings?

Yes.

Participants learn how to conduct focused project meetings around milestones, actions, issues, risks, decisions, owners, and deadlines.

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Does the training cover project status reports?

Yes.

Participants learn to communicate project progress concisely, including achievements, delays, risks, issues, decisions required, and recommended actions.

Does the program address project delays?

Yes.

Participants identify early warning signs, examine causes, develop corrective actions, and escalate significant problems appropriately.

Does the training cover scope creep?

Yes.

Participants learn to define scope and assess the impact of significant project changes before accepting them.

Does the program cover difficult team members?

The program addresses accountability and coordination in project teams.

For deeper behavioral interventions, MSS Corporation's **Managing Difficult Employees Training** or **Managing Workplace Conflict Training** may be recommended.

Does the program teach project-management software?

The standard program focuses on **project-management capability rather than any one software application.**

Client-specific applications such as Microsoft Project, Excel, project-management platforms, or internal tools may be incorporated when agreed upon.

Can participants use their actual projects?

Yes.

This is strongly recommended where practical because participants can leave the training with immediately usable project-management outputs.

Is this training appropriate for HR teams?

Yes.

Common HR projects include:

- HRIS implementation;
- employee engagement initiatives;
- training rollouts;
- performance-management implementation;

- policy redesign;
- competency-model development;
- succession initiatives;
- organizational restructuring; and
- employer-branding campaigns.

Is the program appropriate for managers?

Yes.

Managers frequently lead cross-functional projects while simultaneously performing their normal operational responsibilities.

Can it be conducted virtually?

Yes.

Virtual delivery may use collaborative planning tools, breakout-room simulations, digital project templates, shared trackers, and facilitated project reviews.

Is one day enough?

One day is sufficient for learning and applying the complete foundational MSS P.R.O.J.E.C.T. Framework.

A two-day program or learning journey is recommended when the organization requires deeper planning, more complex project simulations, actual project clinics, scheduling, resource management, or implementation follow-through.

RELATED MSS CORPORATION TRAINING PROGRAMS

Organizations considering this program may also explore:

- Project Management Fundamentals Training;
- Project Planning, Scheduling, Monitoring, and Control Training;
- Agile and Hybrid Project Management Training;
- Project Risk Management Training;
- Project Stakeholder Management Training;
- Project Communication Training;
- Project Leadership and Team Management Training;
- Managing Multiple Projects Training;
- Problem Solving and Decision-Making Training;
- Stakeholder Influence Training;
- Leadership Communication Training;
- Time and Priority Management Training;
- Managing Workplace Conflict Training;
- Supervisory Development Training;

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- Strategic Management Training; and
- Change Management Training.

WHY CHOOSE MSS CORPORATION FOR PROJECT MANAGEMENT FOR NON-PROJECT MANAGERS TRAINING IN THE PHILIPPINES?

Designed Specifically for Non-Project Managers

The program avoids overwhelming participants with unnecessary technical terminology and focuses on the project-management disciplines ordinary managers and professionals actually need.

Practical MSS P.R.O.J.E.C.T. Framework

Participants receive a memorable seven-part structure for managing projects from definition through closure.

Business-Oriented Rather Than Certification-Oriented

The emphasis is:

Can participants manage their projects better after the training?

rather than:

Can participants memorize project-management terminology?

Strong Cross-Functional Application

The program recognizes that many project leaders must coordinate employees who do not directly report to them.

Tangible Project Outputs

Participants create actual project-management tools rather than merely discussing concepts.

Real Project Application

Where appropriate, participants can use their current organizational projects throughout the workshop.

Practical Risk and Issue Management

Participants learn to anticipate potential problems and resolve actual problems before they derail project delivery.

Strong Execution Focus

The program extends beyond planning into:

- Communication;
- coordination;
- monitoring;
- accountability;
- escalation;
- change;
- and closure.

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EnterTRAINment Methodology

Participants analyze, plan, prioritize, map, communicate, solve, decide, simulate, monitor, and apply.

Highly Customizable

MSS Corporation may align the program with the client's:

- Project methodology;
- project templates;
- terminology;
- workflows;
- governance;
- reporting standards;
- current projects; and
- organizational realities.

CALL TO ACTION

You Don't Need the Project Manager Title to Manage Projects Successfully

Equip your managers, supervisors, professionals, specialists, and cross-functional project leaders to define projects clearly, organize work, coordinate stakeholders, manage risks, monitor progress, resolve problems, and deliver results.

Partner with MSS Corporation for a customized:

- **Project Management for Non-Project Managers Training in the Philippines**
- **Training on Project Management for Non-Project Managers in the Philippines**
- **Managing Projects for Non-Project Managers Training in the Philippines**
- **Training on Managing Projects for Non-Project Managers in the Philippines**

designed around your employees, actual projects, workflows, organizational priorities, project-management challenges, and desired business results.

With MSS, We Make Strong Success.