NEXT STEP ACADEMY

MANAGE THE NEXT PROJECT

The business case for training in project management with the Project Management: PMP-Ready Pathway.

A proposal for people and organisations
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IN ONE PAGE

WHY THIS, WHY NOW

Most project trouble starts in the first weeks: a vague scope, a guess for an estimate, a risk nobody owned. This course trains those first weeks.

Project management is the skill of turning a decision into a result on time, on budget and with the people involved still on your side. In Ghana that means procurement rules, contracts, weather, community expectations and clients who change their minds. The pathway teaches the method, then makes you use it on a project of your own before you meet a real one.

52
core lessons
Each with a task and a quick check.

232
working templates
In the order you use them on a real job.

11
industry playbooks
The flow for your field, from IT to events.

What a participant takes away

- **A method they can repeat.** Fourteen steps from preparing for the first client meeting to closing the project and capturing the lessons.
- **The numbers, explained.** Float and slack, critical path, three-point estimates, earned value, margin and markup, risk scores. Each comes with what it means, the steps, the rules and a worked example.
- **Proof of practice.** A three-part simulation, a capstone project pack, a readiness check and a certificate when every lesson is done.
- **Tools to keep.** A template gallery in Word and a template workbook in Excel, ready to adapt to their own projects.

Who it is for

Project coordinators and managers · **Business owners who run projects** · **Consultants and agencies** · **NGO and government officers** · **Engineers and IT leads** · **Event and operations teams**

The investment. The Project Management: PMP-Ready Pathway is GHS 5,500 per person at the time of writing, paid once, with access that does not expire. About 80 hours of reading, tasks and template practice, which is 6.2 hours a week over 13 weeks.

THE PROBLEM

WHERE PROJECTS LEAK MONEY

The cost of a project is decided early. The bill arrives late.

These are the points where projects usually start to slip. They are common in our experience of Ghanaian business and public-sector work, and every one has a fix that is taught and practised in the course. This is our view, not a published study.

WHERE IT LEAKS	WHAT IT LOOKS LIKE	WHERE THE COURSE FIXES IT
A vague scope	"Just a small addition" turns into rework, with no extra budget or time.	Requirements, WBS and scope statement; change control
A single-number estimate	One hopeful date or price with no range and no reasoning.	Three-point and PERT estimates; budget and reserves
Risks nobody owns	The same surprises each time: late approvals, a supplier delay, rain.	Risk register, score and expected money value
A silent sponsor	A decision stuck for weeks because nobody asked clearly.	Stakeholders, reporting that gets decisions
Pricing without margin	A quote that wins the work and loses money.	Margin versus markup, break-even, proposal and contract
No close	The project ends and the lessons stay in someone's head.	Closing, lessons learned, capturing the value

Why a method beats experience alone

Experience teaches slowly and expensively, one project at a time. A method lets a new project manager start with the checks a veteran applies from habit, and lets a team speak the same language. The simulation in the course lets a participant face eighteen real-feeling situations on a made-up clinic project before they face them with a real client's money.

WHAT IS INSIDE

NINE PARTS, ONE JOB FROM START TO CLOSE

	PART	LESSONS
1	**Foundations** What a project is, principles, approaches and benefits.	4
2	**Start right** Business case, charter, stakeholders and scope.	6
3	**Plan the schedule and cost** Estimating, the critical path, compressing and budgets.	6
4	**Plan risk, quality, communication and buying** The rest of the plan, each in depth.	5
5	**Lead and control** Teams, conflict, earned value and change control.	7
6	**Agile, finish and improve** Scrum, Kanban, hybrid, closing, root cause and process improvement.	5
7	**Ethics, exam and Ghana** Professional conduct, the exam mindset and projects in Ghana.	4
8	**Project management in your industry** How the work flows in IT, construction, healthcare, government and NGOs, banking, manufacturing, events and services.	9
9	**Put it together** A full worked case, your capstone pack and a readiness check.	6

The 232 templates follow a real client job

1. Before you meet the client
2. The first meeting
3. Right after the meeting
4. Who and what: stakeholders, scope
5. Estimate, quote and agree
6. Plan the work
7. Plan the team
8. Plan risk, quality, communication, buying
9. Launch the project
10. Run it day to day
11. Report
12. Control change
13. Quality and testing
14. Close

Each early template says what to ask the client, how to do it and what to prepare next.

WHAT PARTICIPANTS CAN DO

FROM LESSON TO WORK PRODUCT

Every skill ends in a document or a decision they can show.

AFTER THIS PART	THEY CAN	THEY PRODUCE
Start right	Run a first client meeting, write a brief and a charter, and map who matters.	Brief, charter, stakeholder register
Plan schedule and cost	Break scope into work, find the critical path, estimate with ranges and build a budget.	WBS, schedule, budget
Plan risk, quality, communication, buying	Score risks, set quality checks, plan who hears what and choose a contract type.	Risk register, communication plan
Lead and control	Handle conflict, forecast with earned value, say yes, no or later to a change.	Status report, change log
Agile, finish and improve	Choose between predictive, agile and hybrid; close properly; improve a process at the root.	Lessons learned, improvement plan
In your industry	Apply the method to IT, construction, healthcare, government, banking, manufacturing, events and services.	An industry playbook to use
Put it together	Run a full worked case and a capstone project of their own.	A complete project pack and a readiness check

The eleven industry playbooks

IT, software and telecom · **Infrastructure, real estate and construction** · **Healthcare** · **Government, NGO and donor programmes** · **Banking, fintech and insurance** · **Manufacturing, retail and supply chain** · **Education and training** · **Events, media and hospitality** · **Professional services and agencies** · **Small business and start-ups** · **HR and people operations**

The playbooks give general practice for each field. They are not legal or regulatory advice.

THE BUSINESS CASE

WHAT IT HAS TO PAY BACK

A simple test: the course fee against the cost of one problem it helps you avoid.

Course fee, one person

GHS 5,500

Paid once, no renewal. List price at the time of writing: please check the Academy page for the current price.

Time to complete

80 HOURS

About 6.2 hours a week over 13 weeks, at your own pace and on a phone.

An example (made-up numbers, for illustration only)

A company runs a GHS 200,000 project. A scope change that nobody priced and a late approval together push the cost up by 5%, which is GHS 10,000.

GHS 10,000 is more than the GHS 5,500 fee. If the course helps one project manager avoid one overrun of that size in a year, the fee is covered. We cannot promise any result, but this is the arithmetic to compare against.

Work it out for your own organisation

QUESTION	YOUR FIGURE
How many projects do you run in a year?	
What is the usual value of a project (GHS)?	
What share usually goes on rework, delay or overrun (%)?	
Cost of that in a year (GHS) = projects × value × share	
Course fee for the people you will train (GHS)	
Break-even: fee ÷ yearly cost of the problem (%)	

If a small share of the yearly cost is more than the fee, the course is worth a closer look. If it is not, it is not the right investment for you right now. Be honest with your own numbers.

HOW IT WORKS

BUILT TO BE FINISHED

For the learner

- Read each lesson, or **listen** to it with the device's own voice.
- Do the **task**, then a **quick check** that shows the right answer and why.
- Choose a **focus path** if you need one skill first: win and start with clients, plan scope time and money, control risk quality and change, lead people and report well, agile and hybrid, exam mindset, or practise like a professional.
- Use **part reviews** to revisit what you have done.
- Finish for a **certificate** and the take-home kit.

For the organisation

- Self-paced, so it fits around real work.
- Works on a phone as well as a computer.
- Participants apply the capstone to a **real project** of yours if you agree it with them.
- Progress is saved, and participants can show their finished capstone pack.
- Group enrolment and invoices: write to us and we will agree it.

A suggested 13 week plan

WEEKS	FOCUS
1 to 3	Foundations, then start right: business case, charter, stakeholders, scope and the first client meeting.
4 to 6	Plan the schedule, cost, risk, quality, communication and buying; the formulas in one place.
7 to 9	Lead and control: teams, earned value, change control and reporting.
10 to 11	Agile, closing, improving processes and your industry playbook.
12 to 13	The three-part simulation, the capstone project pack and the readiness check.

A suggestion only. Participants can follow the lessons in order or choose a focus path.

WHAT WE PROMISE, AND WHAT WE DO NOT

AN HONEST OFFER

We promise

- Practical lessons in plain words, each with a task and a check.
- Worked examples with made-up names and numbers that say so.
- Templates and formulas explained step by step.
- A real person to write to at the address below.

We do not promise

- A pass in any exam. This is **not a PMI course**. PMP is a mark of the Project Management Institute, which does not endorse this program.
- A raise, a job or any fixed income.
- Legal or regulatory advice for your industry.

Also from NEXT STEP Academy

Build The Machine · **The Sluggard** · **The Real Estate Advantage** · **Meta Ads for Ghanaian Business** · **Public Speaking with Confidence** · **Money Habits: Save, Spend and Grow Wisely** · **Data Analytics: SQL, Python and R for Real Work** · **Emotional Intelligence at Work: The Secrets to Stronger Teams** · **Finance for Non-Financial Managers: Budgeting, Costing, Pricing and Proposals** · **Customs Clearing and Logistics in Ghana: The Complete Course** · **Self-Leadership: Habits, Focus and Mindset**

How to start

1. Visit **nextstepbymapconsultancy.services/academy** and open the Project Management pathway.
2. Choose it for yourself, or write to us about a group.
3. Begin with the first client meeting lesson, then follow the order or a focus path.

CONTACT

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