Automation for Routine project management Tasks Training Course

Professional Development Training Course Outline

Category	Project Management	**Duration**	10 Days
Base Fee	$3,000 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Automation for Routine Project Management Tasks Training Course is designed to equip professionals with practical, scalable, and technology-driven skills to automate repetitive project management activities using digital tools, AI-powered platforms, workflow engines, and low-code solutions. The course emphasizes productivity optimization, process automation, intelligent scheduling, automated reporting, and data-driven decision-making to help organizations reduce manual effort, minimize errors, and accelerate project delivery. Participants will gain hands-on exposure to automation frameworks, project management software integrations, robotic process automation, and AI-assisted task orchestration aligned with modern agile, hybrid, and traditional project environments.

This course focuses on transforming routine project management operations into streamlined, automated workflows that enhance efficiency, transparency, and governance. Learners will explore real-world automation use cases across project planning, task tracking, communication, documentation, risk monitoring, and performance reporting. By integrating automation into daily project operations, organizations can improve consistency, scalability, compliance, and stakeholder satisfaction while enabling project managers to focus on strategic leadership and value creation.

Programme Curriculum

Automation for Routine Project Management Tasks Training Course

Introduction

Automation for Routine Project Management Tasks Training Course is designed to equip professionals with practical, scalable, and technology-driven skills to automate repetitive project management activities using digital tools, AI-powered platforms, workflow engines, and low-code solutions. The course emphasizes productivity optimization, process automation, intelligent scheduling, automated reporting, and data-driven

decision-making to help organizations reduce manual effort, minimize errors, and accelerate project delivery. Participants will gain hands-on exposure to automation frameworks, project management software integrations, robotic process automation, and AI-assisted task orchestration aligned with modern agile, hybrid, and traditional project environments.

This course focuses on transforming routine project management operations into streamlined, automated workflows that enhance efficiency, transparency, and governance. Learners will explore real-world automation use cases across project planning, task tracking, communication, documentation, risk monitoring, and performance reporting. By integrating automation into daily project operations, organizations can improve consistency, scalability, compliance, and stakeholder satisfaction while enabling project managers to focus on strategic leadership and value creation.

Course Objectives

1. Understand automation fundamentals for project management workflows
2. Apply AI-driven task automation in project planning and execution
3. Design automated project schedules and milestone tracking systems
4. Implement workflow automation for task assignments and approvals
5. Automate project reporting and performance dashboards
6. Integrate project management tools with automation platforms
7. Utilize robotic process automation for administrative project tasks
8. Enhance data accuracy through automated data collection methods
9. Improve collaboration using automated communication workflows
10. Optimize resource allocation through intelligent automation
11. Strengthen project governance with automated controls and audits
12. Manage risks proactively using automated alerts and triggers
13. Measure automation impact on productivity and project outcomes

Organizational Benefits

- Reduced manual workload and administrative overhead
- Faster project execution and decision-making cycles
- Improved accuracy and consistency in project data
- Enhanced visibility through real-time automated reporting
- Better resource utilization and capacity planning
- Increased compliance with project governance standards
- Scalable project operations across multiple teams
- Improved stakeholder communication and transparency
- Cost savings through efficiency and process optimization
- Greater focus on strategic and value-driven project leadership

Target Audiences

1. Project managers and program managers
2. PMO professionals and project coordinators
3. Operations managers and process improvement teams

4. IT managers and digital transformation leaders
5. Business analysts and systems analysts
6. Agile and scrum practitioners
7. Consultants and automation specialists
8. Executives overseeing project portfolios

Course Duration: 10 days

Course Modules

Module 1: Introduction to Project Management Automation

- Overview of automation in modern project environments
- Key automation concepts and terminology
- Benefits and limitations of project automation
- Automation maturity models for organizations
- Common automation tools in project management
- Case study on automating basic project workflows

Module 2: Identifying Automatable Project Tasks

- Mapping routine project management activities
- Task prioritization for automation readiness
- Cost-benefit analysis of automation initiatives
- Process documentation for automation design
- Risk assessment for automated processes
- Case study on task identification and automation selection

Module 3: Workflow Automation Design

- Principles of workflow automation
- Designing automated task flows and triggers
- Approval and escalation automation
- Error handling and exception management
- Workflow optimization techniques
- Case study on automated project approval workflows

Module 4: Automation Tools and Platforms

- Overview of project automation software
- Low-code and no-code automation tools
- Integration capabilities and APIs
- Selecting tools based on project needs

- Security considerations in automation platforms
- Case study on tool selection and implementation

Module 5: Automating Project Planning and Scheduling

- Automated work breakdown structures
- Intelligent scheduling and dependency management
- Milestone tracking automation
- Calendar and timeline synchronization
- Managing changes through automated updates
- Case study on automated project scheduling

Module 6: Task Assignment and Resource Automation

- Automated task assignment rules
- Resource availability tracking
- Load balancing through automation
- Skill-based resource matching
- Monitoring resource utilization
- Case study on automated resource allocation

Module 7: Automated Communication and Collaboration

- Automating project notifications and alerts
- Collaboration tool integrations
- Chatbots for project updates
- Automated meeting scheduling
- Managing communication workflows
- Case study on automated stakeholder communication

Module 8: Automating Project Documentation

- Document generation automation
- Version control and document workflows
- Template-driven project documentation
- Automated approvals and sign-offs
- Secure document storage automation
- Case study on automated project documentation

Module 9: Robotic Process Automation in Projects

- Introduction to RPA for project management
- Identifying RPA use cases in projects
- Designing simple project bots
- Managing bots and automation scripts
- Monitoring RPA performance
- Case study on RPA for administrative project tasks

Module 10: Automated Reporting and Dashboards

- Designing automated project reports
- Real-time dashboard creation
- Data visualization automation
- Performance metrics and KPIs
- Distribution of automated reports
- Case study on automated executive dashboards

Module 11: Risk and Issue Management Automation

- Automated risk identification techniques
- Trigger-based alerts and notifications
- Issue escalation workflows
- Integrating risk data sources
- Monitoring automated risk controls
- Case study on automated risk management

Module 12: Quality and Compliance Automation

- Automating quality checks and audits
- Compliance monitoring workflows
- Automated validation rules
- Managing non-conformance alerts
- Continuous improvement through automation
- Case study on automated compliance tracking

Module 13: Integrating AI in Project Automation

- AI-assisted task prediction
- Intelligent decision support systems
- Machine learning for project insights
- Natural language processing in projects
- Ethical considerations of AI automation
- Case study on AI-driven project automation

Module 14: Measuring Automation Performance

- Defining automation success metrics
- Productivity and efficiency measurement
- Cost savings and ROI analysis
- Continuous monitoring techniques
- Optimization based on performance data
- Case study on automation performance evaluation

Module 15: Scaling and Sustaining Automation

- Scaling automation across portfolios
- Change management for automation adoption
- Training and capability development
- Governance models for automation
- Future trends in project automation
- Case study on enterprise-wide project automation

Training Methodology

- Instructor-led interactive sessions
- Tool demonstrations and guided walkthroughs
- Hands-on automation design exercises
- Group discussions and peer learning
- Real-world case study analysis
- Practical assignments and assessments

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.
f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	04 Dec 2026	Online	$2,000
23 Nov 2026	04 Dec 2026	Physical	$3,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$9,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$12,000

Ready to enroll or request a customized program? Book online or contact us:

Register Online Now

Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com