Training Course on Project Management for Educational Capital Works

Professional Development Training Course Outline

Category	Educational Leadership and Management	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Training Course on Project Management for Educational Capital Works is a specialized, high-impact program designed to equip education leaders, project managers, and infrastructure planners with the essential tools and strategies to efficiently manage capital projects within educational institutions. With rising investments in school infrastructure and the increasing demand for transparency, sustainability, and efficiency, mastering capital works project management is crucial for ensuring projects are delivered on time, within scope, and on budget. This course addresses the key phases of capital project lifecycles, from strategic planning and funding to procurement, execution, and evaluation.

This course emphasizes cost-effective project delivery, sustainable infrastructure planning, risk mitigation, and stakeholder alignment within the unique context of educational settings. Through interactive modules, case-based learning, and actionable templates, participants will gain practical expertise in navigating regulatory frameworks, conducting feasibility studies, aligning with institutional goals, and leveraging data for continuous improvement. Whether managing new campus constructions, ICT installations, or green facility upgrades, this training ensures optimal project governance and value realization.

Programme Curriculum

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Course Objectives

1. Understand capital works lifecycles in educational institutions.
2. Apply project planning methodologies using digital tools.
3. Implement effective budget forecasting and cost control strategies.
4. Navigate government compliance and procurement protocols.
5. Evaluate risk management approaches in infrastructure projects.
6. Align educational infrastructure projects with strategic goals.
7. Enhance sustainability through green building initiatives.
8. Use project management software (e.g., MS Project, Primavera).
9. Improve contractor/vendor engagement strategies.
10. Analyze feasibility and ROI of capital investments.
11. Develop stakeholder communication and reporting strategies.
12. Apply quality assurance and control mechanisms.
13. Create post-project evaluation and improvement plans.

Target Audiences

1. Educational Facility Managers
2. School Administrators and Principals
3. University Infrastructure Officers
4. Public Works and Education Ministry Officials
5. Architects and Educational Space Designers
6. Capital Project Coordinators
7. Educational Finance and Budget Analysts
8. Educational NGO Infrastructure Planners

Course Duration: 5 Days

Course Modules

Module 1: Fundamentals of Educational Capital Works

- Define capital works in an educational context
- Identify key drivers of infrastructure development
- Overview of project lifecycle phases
- Roles of stakeholders in capital projects
- Regulatory frameworks and compliance basics
- **Case Study:** School expansion planning in rural Kenya

Module 2: Strategic Planning & Project Initiation

- Needs assessment and prioritization
- Aligning capital projects with institutional strategy
- Scoping and feasibility study techniques

- Budget development and financial sourcing
- Stakeholder analysis and early engagement
- **Case Study:** New science lab construction at a public secondary school

Module 3: Project Scheduling and Budget Control

- Work Breakdown Structure (WBS) development
- Cost estimation methods and forecasting tools
- Project scheduling with Gantt charts
- Resource allocation strategies
- Budget tracking and cost reporting tools
- **Case Study:** Managing ICT lab installations under a tight budget

Module 4: Procurement and Contract Management

- Procurement policy and legal framework
- Tendering processes and evaluation criteria
- Contract types and negotiation strategies
- Performance-based contractor selection
- Managing change orders and scope creep
- **Case Study:** Outsourcing construction of a university dormitory

Module 5: Risk and Quality Management

- Identifying project risks and risk matrix development
- Implementing mitigation plans
- Quality assurance frameworks (e.g., ISO 9001)
- Site inspections and compliance checks
- Managing disputes and contractor defaults
- **Case Study:** Overcoming contractor delays during a school gymnasium project

Module 6: Sustainability and Green Building Practices

- Introduction to green building standards (LEED, EDGE)
- Material selection and energy-efficient design
- Waste reduction strategies in construction
- Incorporating climate-resilient features
- Funding opportunities for green capital works
- **Case Study:** Designing an eco-friendly school library

Module 7: Project Monitoring and Reporting

- Setting KPIs and project milestones
- Reporting templates for stakeholder updates
- Using software tools for real-time tracking
- Conducting site visits and evaluation meetings
- Project documentation best practices
- **Case Study:** Monitoring a multi-phase classroom construction project

Module 8: Project Completion and Evaluation

- Final inspections and commissioning process
- Handover protocols and training for facility use
- Lessons learned documentation
- Post-project reviews and impact assessments
- Institutionalizing continuous improvement

- **Case Study:** Evaluating ROI of a community college construction project

Training Methodology

- Interactive instructor-led sessions
- Case-based learning and problem-solving
- Hands-on group exercises using real project templates
- Simulation tools and project planning software walkthroughs
- Peer collaboration and scenario-based role-play
- Continuous assessments and feedback for skill enhancement

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 CenterANCY LD 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	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

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

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