

Course Name: Project Management Specialist

Reference Code: Projec103

About the course:

This intensive project management training course offers complete guidance for managing any or all types of projects and will provide you with a solid foundation for best practice project management. The course explores how to ensure projects deliver outcomes which are both client-focused and organizationally relevant.

This course covers key aspects of project definition, planning and control to ensure relevant quality within time, budget and resource constraints. It also tackles team leadership, stakeholder management, project communications and handover to operational use. As Project Management is considered a vital organisational competency – it will also examine the role of the Project Manager and/or the Project Team, who are charged with increasing the organisation's overall project management capability. Course

Objective:

- Integrate projects within the context of the organisation
- Develop quality-focused project plans
- Monitor and control the delivery of projects
- Lead and develop effective project teams
- Maintain communication with project stakeholders

Who Should attend?.

Existing Project Managers

New Project Managers

Project Team Members

Kingdom of Saudi Arabia

101 Business Tower, 8th Floor
Al Jubail 35513, Bldg# 9278 ,KSA
Tel.: +966 13 361 5552

Kingdom of Saudi Arabia

Khobar Gate Tower
King Fahad Street , Khobar 31952
Tel.: 00966133308334

Project Sponsors

Managers of project portfolios

Course Methodology:

This training course is designed to be a hands-on, stimulating experience. The training course is highly interactive with many discussion and practice sessions.

☑ Relevant computer simulations and videos .

☑ Copies of all presentation material.

☑ Variety of Learning Methods.

☑ Pre-test and final test.

☑ Case Study

☑ Training Groups.

☑ Presentation.

☑ Lectures

Course Outline:

Day One: The World of Project Management

What is a project?

Mature project management

Selecting projects to meet organizational goals

Managing programmes and portfolios

Uncertainty in project selection decisions

Project data, information and knowledge management

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Day Two: Project Planning, Scheduling and Budgeting

Strategic, tactical and operational planning

The contents of a project plan

Level of detail in scheduling

Network logic and dependency analysis

Project uncertainty and risk management

Fundamentals of budgeting and cost control

Day Three: Project Resourcing, Monitoring and Control

Resource allocation

Expediting a project

The Critical Chain approach

Designing the monitoring cycle

Performance indicators and control mechanisms

Designing the change control system

Day Four: The Project Manager's Roles and Responsibilities

Selection of the Project Manager

Project Team-building and empowerment

Delegating with confidence

Communication within the project team

Project team leadership

Conflict handling

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Day Five: Project Evaluation, Reporting, Closure and Hand-over

Evaluation criteria and project auditing

Analysing project performance

Progress reports and records

Determinants of project success

Successful project hand-over

Lessons learned and creating learning culture

Time: 08:00 AM -03:00 PM Numbers of hours: 35 Hours

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