Complete Project Management Program Preparing for PMP®, PSP and PMI-SP® Certificates – Certified Program

برنامج التخصص وإدارة المشاريـع الشامل - معتمد عالمياً

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Introduction

Since 1956, AACE International (the Association for the Advancement of Cost Engineering) has provided its members with the resources they need to enhance their performance and ensure continued growth and success.

The AACE International program's intent is to recognize specialists who meet a demanding set of planning and scheduling criteria. The PSP certification will distinguish you as a Planning and Scheduling Professional who has the knowledge and skills that impact the bottom line.

AACE's PSP certification provides an exam and experience validation that lets employers identify those who meet the program's competency standards.

Today's ever-changing business environment requires new approaches to Project Management, which has become an important tool for dealing with time-to-market, resources, limitations, downsizing and global competition. As markets and project organizations become more dynamic, administrative and technical skills alone are no-longer sufficient to deal with the complexities of modern project undertakings. In recent years, the Project Management Professional Certification (PMP)® from the Project Management Institute "PMI" has become the most sought after certification in the world of project management professionals. This course has been designed as per the PMBOK® Guide to prepare the candidates to go for and pass the PMP® exam.

Who Should Attend?

This course is targeted for Project Managers, program Managers, Planners and engineers how are or will be involved in planning and managing projects where schedule, cost and performance of projects must meet rigid requirements in the areas of engineering, production, data processing, research and development, construction, corporate planning, finance and marketing.

Objectives

The first week will provide participants with a thorough background in the concepts of Planning and Scheduling Engineering and Construction projects. The course addresses how to identify, monitor, and balance information crucial for the successful management of projects. It will discuss the development of a baseline performance management plan (PMP) for the project that will allow the efficient compilation and the timely generation of quantitative performance comparisons. . The comparisons highlight significant performance departures ("actual vs. baseline") and allow for preventive and early remedial and corrective actions. The Practical sessions will provide hands-on experience. Workshops create and track sample project from planning phase till controlling phase (updating).

At the end of this course trainees will be able to:

- Understand the nature and tricks of the PMP Exam.
- Understand the new concept of Project Management created by PMI.
- Understand the whole areas of knowledge in the PMBOK® "the latest version, 5th edition" which includes: Integration Management, Scope management, Time Management, Cost Management, Quality Management, Human Resource Management, Communications Management Risk Management, Procurement Management an Stakeholder Management and correlate them with the processes groups of project management in addition to the Professional and Social Responsibility.
- Practice for the Exam.
- Determine the gap areas that the candidates may have.
- Develop Confidence.
- Tips for the Exam

Course Outline

Week one

- Introduction
    - o Nature of the PSP Exam
    - o Test procedure
    - o Application Process and Requirements
    - o The Nature and Type of Questions
- Introduction to Project Management Fundamentals
- Project definitions and characteristics
- Project life cycles and Project Management life cycle
- Organizational Breakdown Structure (OBS) & Cost Breakdown Structure (CBS)
- Work breakdown structure (WBS)& work packages and Activity Identification
- Time Management environment
- Network planning tools and techniques
- Estimating Durations
    - o Program Evaluation and review Technique (PERT)
    - o Critical path method (CPM)
    - o Monte Carlo Simulation
    - o Working with Activities
        - – Activity Types (milestone – Level of effort..)
- Workshops
- Activity on Arrow (AOA) Networks
- Activity Logic
- Activity on Arrow (AOA) Schedule calculations
- Logic error and problems
- Schedule compression techniques
- Crashing and Fast Tracking
- Solved Examples
- Workshops on Arrow Diagram Method
- Precedence Diagram Method (PDM) / Activity on Node (AON)
- Schedule Development Calculations
- Constraints Types
- Working with Calendars
- Activity Splitting
- Update the Schedule
- Professional Project Reports
- Solved Examples
- Workshops on Precedence Diagram Method
- Resources Allocation
- Working with control Accounts

- Setting Up a Cost Account Structure
- Producing Resource Usage Profile
- Analyzing Resources and Costs
- Performance Measurement Reports
- Earned Value Management
- Project Risk Management
- Multiple Key parties in Real Project environment
- Workshops
- Real 5 Hours Exam simulation

Week Two
Introduction

Pre-assessment

o Project Management Framework
  - Definitions
  - Project Management Context
  - Organizational Influences on Project Management
  - Project Management Process Groups
o Project Management Skills
  - Project Management Knowledge Competency
  - Project Management Performance Competency
  - Personal Competency
o Test your knowledge 1

o Project Management Initiation Process Group
  - Develop Project Charter
  - Identify Stakeholders
o The role of the Project Management Team in Initiating the Project / Phase.
o Test your knowledge 2

o Project Management Planning Process Group
  - Develop Project Management Plan
  - Plan Scope Management
  - Collect Requirements
  - Define scope
  - Create Work Breakdown Structure
  - Plan Schedule Management
  - Define Activities
  - Sequence Activities

- Estimate Activity Resources
- Estimate Activity Duration
- Develop Schedule
- Estimate Cost
- Define Budget
- Plan Quality Management
- Develop Human Resource Plan
- Plan Communications Management
- Plan Risk Management
- Identify Risks
- Perform Qualitative Risk Analysis
- Perform Quantitative Risk Analysis
- Perform Risk Response Planning
- Plan Procurements
- Plan Stakeholder Management

o The role of the Project Management Team in Planning the Project / Phase.
o Test your knowledge 3

o Project Management Executing Process Group
- Direct & Manage Project Execution
- Perform Quality Assurance
- Acquire Project Team
- Develop Project Team
- Manage Project Team
- Manage Communications
- Conduct Procurement
- Manage Stakeholder Engagement

o The role of the Project Management Team in Executing the Project / Phase Management Plan.
o Test your knowledge 4

o Project Management Monitoring & Controlling Process group
- Monitor & Control Project Work"
- Perform Integrated Change Control
- Validate Scope"
- Control Scope
- Control Schedule
- Control Costs
- Control Quality
- Control Communications
- Control Risks
- Control Procurements

- o The role of the Project Management Team in Monitoring & Controlling the Project / Phase Work
- o <u>Test your knowledge 5</u>

- o Project Management Closing Process Group
  - Close Project / Phase "
  - Close Procurement
- o The role of the Project Management Team in closing the Project / Phase Work
- o Factors affecting Projects Success & Lessons Learned
- o Professional & Social Responsibility
  - Core Values
    - Responsibility
    - Respect
    - Fairness
    - Honesty
  - Mandatory Standards
  - Aspiration Standards
- o <u>Test your knowledge 6</u>

<u>Final Assessment</u>

Wrap Up & Course Close Out

Training Method

- Pre-assessment
- Live group instruction
- Use of real-world examples, case studies and exercises
- Interactive participation and discussion
- Power point presentation, LCD and flip chart
- Group activities and tests
- Each participant receives a binder containing a copy of the presentation
- slides and handouts
- Post-assessment

Program Support

This program is supported by interactive discussions, role-play, case studies and highlight the techniques available to the participants.

Schedule

The course agenda will be as follows:
- Technical Session   08.30-10.00 am
- Coffee Break   10.00-10.15 am
- Technical Session   10.15-12.15 noon
- Coffee Break   12.15-12.45 pm
- Technical Session   12.45-02.30 pm
- Course Ends   02.30 pm

Course Fees*

- **5,500USD**
  VAT is Excluded If Applicable

مقدمة

منذ عام ١٩٥٦ والهيئة الدولية المتقدمة لمهندسي التكاليف AACEI تقدم الموارد والمهارات والخبرات اللازمة لاعضائها من كافة دول العالم ومؤخراً قامت بتصميم هذا البرنامج الاحترافى لزيادة كفاءة المهندسين فى مجال التخطيط والجدولة نظرا لحاجة السوق الملحة لمخططين ومجدولين محترفين.

ويؤكد الحصول على هذه الشهادة فاعلية الاداء المهنى فى مجال التخطيط والرقابة والمتابعة للمشروعات زمنيا وماليا بكافة أنواعها و مجالاتها

إن بيئة عمل اليوم دائمة التغيير تتطلب مداخل جديدة لإدارة المشروعات، والتي أصبحت أداة هامة للتعامل في هذا العصر مع السوق، الموارد، المحددات، الإنكماش والمنافسة العالمية المتزايدة. وكلما أصبح السوق والمنظمات القائمة على المشروعات أكثر ديناميكية، فإن المهارات الإدارية والفنية وحدها تكون غير كافية للتعامل مع تعقيدات المشاريع.

وفي السنوات الأخيرة أصبحت شهادة إحتراف إدارة المشروعات الصادرة عن المعهد الأمريكي لإدارة المشروعات واحدة من أكثر الشهادات العالمية فعالية وطلباً في عالم الإحتراف، وللحصول عليها يتعين عليك أن تظهر الإلتزام بشكل مهني على المدى الطويل في عالم إحتراف إدارة المشروعات، وأن تجتاز إختبار دقيق جداً يتكون من ٢٠٠ سؤالاً تدور حول محتوى مرشد الدليل المعرفي لإدارة المشروعات الإصدار الثالث والصادر عن المعهد الأمريكي لإدارة المشروعات متضمناً مجموعات العمليات الخمسة القياسية لإدارة المشروعات بالإضافة إلى تسع مناطق للمعرفة مطلوبة لفريق إدارة المشروع.

الحضور

يستهدف هذا البرنامج مدراء البرامج، مدراء المشاريع، المهندسين والمخططين، كافة التخصصات المهتمة بتخطيط وجدولة ومتابعة المشروعات.

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الاهداف

يعد وضع خطة عمل للمشروع من أهم أسس النجاح لأي مشروع ولذلك تعد دراسة المفاهيم الخاصة بالتخطيط للمشروعات والتمكن من الأدوات المستخدمة في التخطيط والجدولة متطلبا أساسيا لجميع العاملين في تخطيط وجدولة وضبط المشاريع.

من خلال ورش العمل بالبرنامج سوف يتمكن المشاركون من التعرف على وتطبيق نظم فعالة في التخطيط والرقابة الزمنية والمالية للمشاريع وأهمية الجدولة في الاستخدام الكفء للموارد.

في نهاية البرنامج سوف يتمكن المشاركون من معرفة كافة المعلومات والمهارات المطلوبة لكل مما يلي:
- اجتياز اختبار احتراف إدارة المشروعات
- المفاهيم الجديدة لإدارة المشروعات والصادرة عن معهد الإدارة الأمريكي
- كـافـة بنود الـدليـل الـمـعـرفـي لإدارة الـمشـروعـات والـتي تشـــمـل كـل ممـا يلي: الإدارة المتكاملة، إدارة مجال المشـروع، إدارة الوقت، إدارة التكاليف، إدارة الجودة، إدارة الموارد البشــرية، إدارة الاتصــالات، إدارة المخاطر، إدارة المشـــتريات والعقود، المســـئولية المهنية والاجتماعية.
- الدراسة للاختبار
- تحديد الفجوة "نقاط ضعفك"
- تطوير الثقة بالنفس
- كيفية إدارة وقت الاختبار

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