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## Project Initiation, Planning and Executing (PMP Workshop 1, 2) – Certified Program

**Date:** 26 March 2018 - 6 April 2018

**Course ID:** ADDS025/2018

**Duration:** 12 Days

**Fee US\$ - VAT is not included:** 7900 US\$

**Venue:** Geneva / Switzerland

### Objectives:

In today's dynamic and demanding markets, organizations that want to lead and achieve growth that far exceeds what their competition is planning for as well as what they have been used to in the past, cannot afford to be just a good organization, but rather a Great Organization.

Great Organizations need to adopt aggressive, well-balanced and coordinated strategies to achieve their desired vision. Those strategies need to identify attainable and measurable goals, for which the organization can assure that their strategies will be deployed as planned.

What does this mean? Organizations who want to become Great Organizations need to shift their strategy from "Running the Business" to "Growing the Business". This would require those organizations to initiate, strategically align, prioritize, plan and successfully deliver hundreds of projects to achieve their desired vision. Those will include strategy, operational, new-product, new-services and capital investment projects. Projects that will require individuals from the different functional divisions to be set accountable for delivering their scope as well as manage resources, labor, and non-labor, collaborate with other team members and communicate with external and internal stakeholders. Having a project management methodology will strongly help organizations to achieve its strategic objectives.

This program aims to serve as guidelines for the candidates interested in developing & improving a project management methodology for their corporate based on the PMBOK Guide. The Project Management Body of Knowledge "PMBOK" Guide 5th Edition which is the latest one issued end of December 2012, is an American National Standard. It is the de facto global standard for project management which focuses on the development of the project management processes based on the best practice of the project management practitioners all over the world and which could help a corporate achieving its strategic objectives and reaching the capability maturity model. The project management process groups as per the PMBOK Guide go as follows:

Project Initiation Process Group aims to authorize the project/phase to start based on its feasibility and its compatibility with the corporate strategic objectives.

Project Planning Process Group aims to develop an integrated plan for the project/phase coping with the project's objectives.

Project Executing Process Group aims to implement successfully the project's management plan where the planning, execution and monitoring & controlling of the project should be worked out simultaneously to achieve the project's objectives.

Upon completing this program, the candidates will be also eligible to go for the Project Management Professional exams "PMP, PMI-RMP, and SP".

Upon the completion of the course, the candidates will be able to:

- Understand the new concepts of Project Management created by PMI.
- Understand and demonstrate the project management process groups as per the PMBOK Guide 5th edition "Initiation, Planning, Execution, Monitoring & Controlling and Closing".
- Work as a core group for their organizations to create a project management methodology to enhance their business.
- Practice for the PMI professional exam "PMP, PMI-RMP, and SP".
- Determine the gap areas they may have and follow a roadmap to enhance their competency level.

**Who should attend:**

Project managers, program managers and project management practitioners who are or will be involved in the areas of engineering, production, data processing, research and development, construction, corporate planning, finance, and marketing

This course is of particular importance to executives, managers, and supervisors in government and industry who are concerned with effectively managing ventures and projects where cost, schedule, and performance of programs must meet rigid requirements.

Certified PMPs attending this program will earn 75 PDUs which are sufficient for them to renew their PMP credential.

**Daily Outlines:**

- Workshop “1” for 5 days (Project Initiation and Planning Fundamentals):

- o Introduction

- o 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

- ? Developing the Project Charter

- ? Identify Stakeholders

- o The role of the Project Management Team in Initiating the Project / Phase.

- o Project Planning Fundamentals:

- ? Develop Project Management Plan

- ? Plan Scope Management

- ? Collect Requirements

- Technical & Management Requirements and HSE Requirements

- ? Define scope

- ? Create Work Breakdown Structure

- o Introduction to MS Project

- o Test your knowledge 2

- Workshop “2” for 5 days (Project Execution and Advance Planning)

- o Project Management Advance Planning Process Group.
  - ? Plan Schedule Management
  - ? Define Activities
  - ? Sequence Activities
  - ? Estimate Activity Resources
  - ? Estimate Activity Duration
  - ? Develop Schedule
    - Using MS Project in developing the project schedule
  - ? Plan Cost Management
  - ? Estimate Cost
  - ? Define Budget
    - Using the MS Project in developing the project S curve
  - ? Plan Quality Management
  - ? Plan Human Resource Management
  - ? Plan Communications Management
  - ? Plan Risk Management
  - ? Identify Risks
  - ? Perform Qualitative Risk Analysis
  - ? Perform Quantitative Risk Analysis
  - ? Perform Risk Response Planning
  - ? Plan Procurement Management
  - ? Plan Stakeholders 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 Work
  - ? 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