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بروجاكس للتدريب والتطوير
Projacs Training and Development

Project Management for Executives and Line Management - Certified Program

إدارة المشاريع للمدراء التنفيذيين والقادة – معتمد عالميا

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London / UK



ProjacsAcademy.com



Introduction

This course is an advanced course building on basic knowledge gained from earlier study and practical experience. It is designed for practicing project managers; construction managers; engineers; surveyors; planners and other professionals who require an in depth knowledge of more complex and sophisticated techniques to enable them to plan, monitor and control contracts with more confidence and deal more effectively with the problems which can occur if things go wrong. The course looks at tried and tested methods of risk analysis to minimize exposure to problems and considers fault avoidance as a necessary part of this.

This course will look at the management of a project from start to finish including the all important “closing the loop” at the end where lessons are discussed and recorded. The interaction of time, cost and quality control will be a major underlying theme throughout together with a detailed study of risk techniques to be applied throughout the project to minimize problems and maximize client satisfaction and profitability.

Objectives

The objective of the Course is to equip delegates with the knowledge and tools to enable them to produce a successful project on time, to the right price and to a quality which will deliver client satisfaction and pleasure.

Delegates will:

- Learn the methods to use to deliver a successful project.
- Achieve a detailed understanding of where projects can go wrong and gain an insight into the techniques available to foresee and minimize or remove the causes.
- Learn risk strategies and risk control methods.
- Obtain a deeper understanding of the position of quality assurance and control as part of a risk containment strategy.

Who Should Attend?

This course is designed as a practical workshop for experienced executives in construction and engineering in client organizations, professional firms and contracting organizations. The course will also be of benefit to people with less experience in line management roles who want to develop their skill base in order to develop their careers within their organization.

Course Outline

The course has been developed to examine the practical implications of project management from the perspective of the people who are in day to day control of the work using the PMI Guide to the Project Management Body of Knowledge.

Each day is divided into 3 sessions in which the course material will be presented using a variety of media techniques. On each day there will be practical exercises and case studies. A comprehensive workbook will accompany the course together with references to further study material where appropriate.

A course test will be held on the final day together with opportunities for feedback and discussion

Day 1 – Introduction

Session 1 – Project Management

- What is a Project?
- What is Project Management?
- The eternal triangle – Cost, Time and Quality
- Balance
- The job of a Project Manager
- Picking and managing the right team
- Stakeholders and relationships
- The life cycle of a project
- Closure

Session 2 – The Process Groups -1

- Initiating
- Planning

Session 3 – The Process Groups - 2

- Executing
- Monitoring and Controlling
- Closing
- CASE STUDY

Day 2 – Project Management Knowledge Areas -1

Session 1 – Integration Management

- Project Charters
- Management Plans
- Reports and Approvals

Session 2 – Scope Management

- Scope – inputs and outputs
- Work Breakdown Structures (WBS)
- Define, verify, control

Session 3 – PRACTICAL EXERCISE – Team Role-play

Day 3 – Project Management Knowledge Areas – 2

Session 1 – Time Management

- Activities
- Sequences
- Dependencies
- Resourcing
- Durations
- Control – changes and impacts

Session 2 – Cost Management

- Estimates
- Cost planning and budgeting
- Cost Control tools

Session 3 – Quality Management

- Quality Assurance and Quality Control
- ISO 9000
- Methods and techniques
- Records
- Responsibilities
- Statistical analysis

Day 4 – Project Management Knowledge Areas – 3

Session 1 – Human Resource Management

- The HR Plan
- The Project Team
- Trouble shooting and problem solving

Session 2 — Communications Management

- Formal and informal lines of communication
- Who should talk to whom
- Problems with “noise”
- Difficulties with faulty communication – contract problems

Session 3 – Risk Management

- Qualitative methods
- Quantitative methods
- Probability
- Sensitivity
- “Monte Carlo” methods
- Response, management and recovery
- Risk/Opportunity Management Systems
- Risk Software What is risk?
- The psychology of risk
- Risk Groups
- Identification Strategies and Techniques
- Threat Levels
- Risk Levels
- Insurance

Day 5 – Project Management Knowledge Areas – 4

Session 1 – Procurement Management

- The procurement plan
- The place of procurement in project management
- Long lead times
- Tools and techniques

Session 2 – Review of the course – Bringing it all together

- Case Study and interactive role play

Session 3 – Course exam and presentation of certificate

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, and 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*

- **4,500USD**
**VAT is Excluded If Applicable*

مقدمة

هذه الدورة هي دورة متقدمة تقوم على المعرفة الأساسية المكتسبة من الدراسة في وقت سابق والخبرة العملية. وهي مصممة لمديري المشاريع؛ مديري البناء؛ المهندسين؛ المساحين؛ المخططين وغيرهم من المهنيين الذين يحتاجون إلى معرفة متعمقة لتقنيات أكثر تعقيدا وتطورا لتمكينهم من تخطيط ورصد ومراقبة العقود مع مزيد من الثقة والتعامل بفعالية أكبر مع المشاكل التي يمكن أن تحدث إذا ما ساءت الأمور. وبالطبع تنظر إلى أساليب مجربة ومختبرة لتحليل المخاطر والتقليل من التعرض للمشاكل وتعتبر تجنب الخطأ كجزء ضروري من هذا.

الدورة سوف تتناول إدارة المشروع من البداية وحتى النهاية بما في ذلك كل مهمة "إغلاق حلقة" في نهاية حيث تناقش الدروس وتسجيلها. وتفاعل الوقت والتكلفة ومراقبة الجودة تكون موضوعا رئيسيا في جميع أنحاء الأساسية جنبا إلى جنب مع دراسة مفصلة لتقنيات المخاطر ليتم تطبيقها في جميع مراحل المشروع للحد من المشاكل وتحقيق أقصى قدر من رضا العملاء والربحية.

الحضور

تم تصميم هذه الدورة للمديرين التنفيذيين من ذوي الخبرة العملية في مجال البناء والهندسة في المنظمات العميلة والشركات المهنية والمنظمات المتعاقدة. وبطبيعة الحال سوف تكون أيضا ذات فائدة للأشخاص الذين يعانون من أقل خبرة في خط أدوار الإدارة والذين يرغبون في تطوير مهاراتهم الأساسية من أجل تطوير حياتهم المهنية داخل المؤسسة الخاصة بهم.