



PROJACS ACADEMY  
by @egis



## Delivering Exceptional Project Results

الأساليب المميزة لتسليم وانهاء المشاريع

30 January – 03 February 2023

London / United Kingdom

## Introduction

In addition to the project management knowledge and “science”, delivering exceptional project results requires mastering the essential “hands-on” tools and techniques needed by modern project managers. This course covers those tools from project selection, scoping, estimating through controlling the project.

## Objectives

- Understand the project selection methods
- Learn about art and science of project estimation and getting your project authorized
- Find out about effective negotiation techniques with customers and management
- Discover how to initiate projects properly
- Learn how to collect requirements
- Understand how to elicit high-level and detailed scope from the stakeholders
- Learn how to satisfy your stakeholder and manage the project scope
- Understand how inspections and peer reviews can save you money and time on your projects
- Learn how to control projects successfully
- Learn how executives should manage the portfolio of projects

## Who Should Attend?

- Full and Part-time Project managers
- Other project management positions
- Executives and middle Managers who sponsor or lead projects
- Finance, procurement and risk managers

## Course Outline

### Day One

#### **Introduction and Project Selection:**

- The developments in the history of project management: From waterfall to agile project management
- Measuring project success: interpretation of international survey results
- How much project management is good for my business?: between bureaucracy and getting organized
- Needs assessment techniques: SWOT Analysis, Decision Analysis, and Gap Analysis
- Project selection methods: scoring models versus economic models.
- **Case Study: Sample Project scoring**
- **Case Study: Economic decision and life cycle costing**
- The portfolio management process- an overview: selection, balancing and authorizing projects

### Day Two

#### **Project Initiation, Requirement Analysis and Scoping:**

- Project initiation: reviewing the business case
- Project initiation: developing project objectives
- Project initiation: getting your project started
- **Case Study: Developing project charter**
- Identifying and analyzing stakeholders
- Collecting requirements
- Elicitation of requirements
- Requirements analysis
- Documenting requirements
- Developing detailed project scope
- **Case Study: Value Engineering**

### Day Three

#### **Project Estimating**

- Why do we need schedules?
- What are the key ingredients in the Work Breakdown Structure (WBS)?
- **Case Study – Create a WBS**
- Creating the Network Diagrams
- **Case Study – Create a Network Diagram and apply the CPM**
- The 5 conceptual estimating techniques

- The 3 detailed estimating techniques
- **Case Study – Create a WBS**

## Day Four

### **Creating a Realistic Project Plan**

- What makes up a realistic plan
- Realistic duration and cost estimates
- Considering risks and contingencies
- Resource management: who is doing what and when?
- Quality planning
- **Case study – Creating a project plan**

## Day Five

### **Project controlling**

- Team management, communication management, negotiation skills
- Managing change and troubleshooting scope problems
- Controlling schedule and cost
- Inspections, walkthroughs and quality control
- **Case study – Performance measurement, Earned Value and KPIs**
- Collecting lessons learned
- Closing project and developing the final report.

## 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 7" Tablet 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\*

- **5,200 USD**  
*\*VAT is Excluded If Applicable*

## المقدمة

بالإضافة إلى المعرفة و"العلم" في إدارة المشاريع، يتطلب تحقيق نتائج استثنائية للمشروع إتقان الأدوات والتقنيات "العملية" الأساسية التي يحتاجها مديرو المشاريع المعاصرون. تغطي هذه الدورة تلك الأدوات بدءًا من اختيار المشروع وتحديد نطاقه وتقديره وحتى التحكم في المشروع.

## الأهداف

- فهم أساليب اختيار المشروع
- التعرف على فن وعلم تقدير المشروع والحصول على ترخيص مشروعك
- التعرف على تقنيات التفاوض الفعال مع العملاء والإدارة
- اكتشاف كيفية بدء المشاريع بشكل صحيح
- التعرف على كيفية جمع المتطلبات
- فهم كيفية الحصول على نطاق رفيع المستوى ومفصل من أصحاب المصلحة
- تعلم كيفية إرضاء أصحاب المصلحة لديك وإدارة نطاق المشروع
- فهم كيف يمكن لعمليات التفتيش ومراجعات النظراء أن توفر لك المال والوقت في مشاريعك
- التعرف على كيفية التحكم في المشاريع بنجاح
- التعرف على كيفية إدارة المديرين التنفيذيين لمجموعة المشاريع

## الحضور

- مدراء المشاريع بدوام كامل وجزئي
- وظائف أخرى لإدارة المشاريع
- المديرين التنفيذيين والإدارة الوسطى الذين يرعون أو يقودون المشاريع
- مديري الشؤون المالية والمشتريات والمخاطر