



PROJACS ACADEMY  
by @egis



# Project Management for Executives and Line Management – Certified Program

إدارة المشاريع للمدراء التنفيذيين والقادة – معتمد عالمياً

21 August – 01 September 2023

Los Angeles, USA

## Introduction

Programs and projects are implemented in a value delivery management accountability framework. Such programs and projects need to demonstrate achievement of measurable positive and sustainable changes to a current undesirable situation which usually is context and country specific and therefore unique. Hence Programs and projects is preceded by extensive participatory planning to set achievable and realistic outcomes and outputs for its implementation stage. Systematically evaluating projects against indicators and targets that are set in the programs and projects phases enable managers to increase the chances that they succeed in producing the expected results and sustainable changes.

Organizations that are project driven are faced with the challenge of effective management of inter-dependant, varied priority, varied value, multi-players, shared-resources, short and long term, multiple-accountability, shared-authority, variable risk level and dynamic projects. Therefore, it is not enough to deliver single projects successfully. Leaders are focusing on the effectiveness of whole organizations, and the delivery of a web of changing and interacting projects to achieve the aims of their organizations. This call for a systematic approach for successful delivery of those projects: Management of Multiple Projects.

## Objectives

### **As a result of this course, attendees will be able to:**

- Identify gaps
- Evaluating projects and programs relevance, impact, effectiveness, efficiency, and sustainability
- To improve project management processes and to demonstrate to partners, value for money.
- Explain Multiple Project Management specifics and how it differs from the Traditional Project Management.
- Identify the benefits their organization will gain from implementing Multiple Project Management techniques.
- Obtain a systematic approach for implementing Multiple Project Management techniques at their organization.

In addition, there will be a case study on implementing Enterprise Project Management at an organization.

## Who Should Attend?

This workshop targets evaluation specialists, project coordinators, program managers, independent evaluators appraising and evaluating projects and programs, Government and non-government organization officials involved in monitoring and evaluating projects and programs. Chief Executive Officers, Finance Managers, Human Resources Managers, Project Managers, Engineers and Planners, Information Technology Managers

The Course is designed to cover realities of a variety of sectors and addresses managers of both, 'hard' and 'soft' projects, and programs.

## Course Outline

### Day One

- Introduction to what is Project and program Evaluation.
- Fundamentals paradigms, theories, concepts, and definitions underpinning evaluation.
- Benefits of Project and Program Evaluation.
- Technical competencies and soft skills to perform monitoring and evaluation related activities.
- Organizational readiness for Value delivery management and for monitoring and evaluation
- Linkages and differences between monitoring, reporting, control, audit, research, and evaluation.
- Elevator role, responsibility and authority

### Day Two

- Evaluation Methods
- Pre-Project Evaluation
- Ongoing Evaluation
- Post-Project Evaluation
- Evaluation planning processes
- Evaluation implementation processes
- Evaluation completion processes
- Reporting and Disseminating processes
- Design stage as a critical predecessor for effective monitoring and evaluation

### **Day Three**

- Program and project evaluability
- Setting the baseline
- Defining and/or validating performance indicators
- Evaluation concepts, purposes, objectives, and techniques
- Monitoring techniques
- Risk management
- Data collection methods: survey, interviews, observation, document review, etc.
- Data processing, analysis, use and storage.
- Types and methods of reporting
- Utilization-focused approach to evaluation

### **Day Four**

- Evaluation management: engaging the stakeholders in the evaluation and selecting and managing the evaluator.
- Evaluation of advocacy activities and capacity building interventions
- Impact evaluation using quantitative methods.
- Experimental, and quasi-experimental designs.
- Qualitative approaches
- Most Significant Change and contribution analysis
- Conducting evaluations

### **Day Five**

- Program and project evaluation case studies
- Practical Tips and best practices for further evaluations
- Success critical factors of program and project evaluation

### **Days Six and Seven are Weekend.**

### **Day Eight**

- Project Management Key Concepts
  - Projects and Operations
  - Current Trends
  - What Projects Exist Within an Organization
  - Why Projects Fail?
  - PM Key Concepts
- Project Life Cycle and PM Phases
  - Project Phases
  - Project Life Cycle
  - Project Management Processes

- Initiating Projects
  - Purpose of initiating Projects
  - The Project Charter
  - Project Kick Off Meeting
- Planning Projects
  - Propose of Planning Projects
  - The Work Breakdown Structure
  - Develop the Project Plan

## Day Nine

- Planning Project, Continued
  - Develop the Resource Plan
  - Cost Estimating and Cost Budgeting
  - Establishing The Project Team
  - Communication Plan
  - Procurement Plan
  - Risk Management Plan
  - The Project Management Plan
- Implementing Projects
  - Executing Projects
    - Purpose of Executing Projects
    - Scope Verification
    - Distributing Project Information
    - Project Team
    - Quality Assurance
    - Contract Administration
    - Purpose of Controlling Projects
    - Updating The Project Schedule
    - Performance Measurement Using Earned Value
    - Change Control
- Closing Projects
  - Purpose of Closing Projects
  - Identify Inputs and Outputs, Tools and Technique
- Organizational Impacts Of Project Management
  - HR Requirements
  - Functional, Matrix and Projectized Organization
- Role of Project Manager
  - Project Manager Roles
  - Project Manager Responsibilities
  - Project Manager Skills

## Day Ten

- Multi-PM and Single Project PM
  - Difference Between MPM and SPM
  - Criteria for selecting Projects in MPM Grouping
  - Benefits of MPM
    - Portfolio Management
    - Resource Management
    - Collaboration
    - Organization Wide Planning
    - Process Management
- The Project Management Office
  - PMO Functions
  - PMO Positions
  - Keys To Successful PMO Deployment
- Enterprise Project Management Solutions
  - EPMS Functions
  - Objectives of EPMS
  - Can EPMS Save On Project Spending?
  - Selecting An EPMS solution
- Project Management Education
  - Areas of PM training
  - Who needs PM Training?
  - How to setup PM Training Program?
- Project Management Maturity
  - Level 1: Ad Hoc
  - Level 2: Consistent
  - Level 3: Integrated
  - Level 4: Comprehensive
  - Level 5: Optimizing

## Day Eleven & Twelve

- *Workshops*
  - Implementing Multi- Project Management Information System
  - Creating MPM Database
  - Creating Project Templates
  - Create A New Project
  - Single Project Reporting
  - Multi- Project Reporting
  - Updating the Project Plan

## 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\*

- **9,950 USD**  
*\*VAT is Excluded If Applicable*

## المقدمة

يتم تنفيذ البرامج والمشاريع في إطار مساهمة إدارة التسليم القيمة. تحتاج مثل هذه البرامج والمشروعات إلى إثبات تحقيق تغييرات إيجابية قابلة للقياس ومستدامة للوضع الحالي الغير مرغوب فيه والذي عادة ما يكون متعلقاً بالسياق والبلد وبالتالي يكون فريد من نوعه. ومن ثم فإن البرامج والمشروعات يسبقها تخطيط تشاكري مكثف لتحديد نتائج ومخرجات قابلة للتحقيق وواقعية لمرحلة تنفيذها. التقييم المنهجي للمشاريع مقابل المؤشرات والأهداف التي تم تحديدها في مراحل البرامج والمشاريع يُمكن المديرين من زيادة فرص نجاحهم في تحقيق النتائج المتوقعة والتغييرات المستدامة.

تواجه العديد من المنظمات التي تقوم بإدارة المشاريع المتعددة مع التحدي المتمثل في الإدارة الفعالة، التي تعتمد على جملة متنوعة وقيمة متنوعة، مع تعدد أصحاب المصلحة، وتقاسم الموارد، سواء على المدى القصير أو الطويل، ومع تعدد المساهمة، وتقاسم السلطة، وتغير مستوى المخاطر ودينامية المشاريع. لذلك، فإنه لا يكفي لتنفيذ المشاريع الواحدة بنجاح. فإن الزعماء يركزون على فعالية المنظمات كلها، وتسليم شبكة من التغيير والتفاعل لتحقيق أهداف مشاريع منظماتهم. هذه الدعوة لأسلوب منهجي لنجاح تنفيذ هذه المشاريع: وهي (إدارة مشاريع متعددة).

## الأهداف

نتيجة لهذا البرنامج، سوف يكون الحضور قادرين على :

- تحديد الثغرات
- تقييم أهمية المشاريع والبرامج وأثرها وفعاليتها وكفاءتها واستدامتها
- لتحسين عمليات إدارة المشروع وإثبات القيمة مقابل المال للشركاء
- شرح خصائص إدارة المشاريع المتعددة، وكيف يختلف ذلك عن إدارة المشاريع التقليدية
- تحديد الفوائد وتنظيمها وكيف ستستفيد من تنفيذ تقنيات لإدارة المشاريع المتعددة
- الحصول على نهج منظم لتنفيذ تقنيات لإدارة المشاريع المتعددة في منظمته
- بالإضافة إلى ذلك، سوف تكون هناك دراسات حالة عن تنفيذ المشاريع لإدارة المشاريع في المؤسسة

## الحضور

تستهدف ورشة العمل هذه المتخصصين في التقييم، ومنسقي المشاريع، ومديري البرامج، والمقربين المستقلين الذين يقومون بتقييم وتقييم المشاريع والبرامج، ومسؤولي المنظمات الحكومية وغير الحكومية المشاركين في مراقبة وتقييم المشاريع والبرامج. الرؤساء التنفيذيون والمدراء الماليون ومدراء الموارد البشرية ومدراء المشاريع والمهندسون والمخططون ومدراء تكنولوجيا المعلومات.