



MAESTRO
CONSULTANTS

PROJECT MANAGEMENT

COURSE OUTLINE 2020

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TRAINING TITLE

PROJECT MANAGEMENT

VENUE

Dubai, UAE

DURATION

5 Days

DATES

23 - 27 August 2020

PRICE

US\$4,000 per attendee including training material/handouts, morning/afternoon coffee breaks and Lunch buffet daily.

TRAINING INTRODUCTION

Project managers who have proven skills and experience can find exciting high-visibility opportunities in a wide range of fields. This course is specially designed to provide with the proven practical body of project management knowledge and skills that you need to demonstrate project management on the job. The skills and knowledge you gain in this course will help avoid making costly mistakes and increase competitive edge in the project management profession.

TRAINING OBJECTIVES

Upon successful completion of this course, the delegates will be able to:

- ✓ Get a jump start to help them prepare for projects
- ✓ Manage a project in compliance with the Project Management Institute (PMI®) standards.
- ✓ Use the project management framework, processes and the ten project management knowledge areas.
- ✓ Use Project Management Book of Knowledge PMBOK® Guide

- ✓ Apply project management skills, tools and techniques to deliver projects on time and within budget.
- ✓ Identify key concepts not mentioned in the PMBOK® Guide.

TRAINING AUDIENCE

This course is designed for persons who have on the job experience performing project management tasks, whether or not project manager is their formal job role, who are not certified project management professionals, and who might or might not have received formal project management training. The course is appropriate for these persons if they wish to develop professionally, increase their project management skills, apply a formalized and standards-based approach to project management, and seek career advancement by moving into a formal Project Manager Job role.

COURSE OUTLINE

DAY 1

Project Management Framework

- Definitions of Project Management
- Managing Project Constraints
- Organizational Structure Influence on Projects
- Projects versus Operational Work
- Understanding of the Project Environment

DAY 2

Project Management Processes Groups

- Initiating Process Group
- Planning Process Group
- Executing Process Group

- Monitoring and Controlling Process Group
- Closing Process Group

DAY 3

Project Management Knowledge Areas

- Project Integration Management
- Project Scope Management
- Project Time Management
- Project Cost Management
- Project Quality Management
- Project Human Resources Management
- Project Communications Management
- Project Risk Management
- Project Procurement Management
- Project Stakeholder Management

DAY 4

Tools and Techniques

- Building Work Breakdown Structures
- Constructing Network Diagram
- Critical Path Analysis
- Applying Leads and Lags
- Schedule Network Analysis
- Earned Value Analysis
- Constructing and Interpreting Quality Control Charts
- Developing Resource Management Plan and Histograms
- Reviewing Communications Models and Methods
- Developing Probability and Impact Matrix

- Developing Risk Identification and Response Plans
- Developing Procurement Management Plans
- Make versus Buy Decisions

DAY 5

PMP Credential Handbook

- Credential Requirements
- Code of Professional Conduct

TRAINING CERTIFICATE

MAESTRO CONSULTANTS Certificate of Completion for delegates who attend and complete the training course

METHODOLOGY

Our courses are highly interactive, typically taking a case study approach that we have found to be an effective method of fostering discussions and transferring knowledge. Participants will learn by active participation during the program through the use of individual exercises, questionnaires, team exercises, training videos and discussions of “real life” issues in their organizations. The material has been designed to enable delegates to apply all of the material with immediate effect back in the workplace.