![Maestro Consultants logo]

THE COMPLETE COURSE ON PROJECT MANAGEMENT

COURSE OUTLINE 2024

TRAINING TITLE
THE COMPLETE COURSE ON PROJECT MANAGEMENT

VENUE
DUBAI, UAE

DURATION
5 Days

DATES

04-08 November 2024

PRICE

$5,250 per attendee including training material/handouts, morning/afternoon coffee breaks, and Lunch.

TRAINING INTRODUCTION
Unlock the essentials of project management with our comprehensive training course designed for aspiring project managers and professionals looking to enhance their skills. This course covers the full project lifecycle, equipping you with the tools, techniques, and methodologies needed to successfully plan, execute, and close projects across various industries.

TRAINING OBJECTIVES

By the end of this course, participants will be able to:

- Understand Key Concepts: Define essential project management terminology and concepts, and recognize the role and responsibilities of a project manager.
- Navigate the Project Lifecycle: Identify and articulate the phases of the project lifecycle, including initiation, planning, execution, monitoring, and closure.
- Develop Project Plans: Create comprehensive project plans that include scope, objectives, timelines, and resource allocations tailored to specific project needs.

- Implement Risk Management Strategies: Assess project risks and develop effective mitigation strategies to ensure project success and minimize disruptions.
- Apply Methodologies: Distinguish between traditional and agile project management methodologies, and select the appropriate approach based on project requirements.
- Lead and Manage Teams: Demonstrate effective leadership and communication skills to motivate and manage project teams and engage stakeholders.
- Monitor Project Performance: Utilize key performance indicators (KPIs) and other metrics to track project progress and implement adjustments as necessary.
- Conduct Project Closure: Execute a structured project closure process, including evaluation of project outcomes, documentation of lessons learned, and stakeholder feedback.
- Prepare for Certification: Equip yourself with the knowledge and skills necessary for professional certification in project management (e.g., PMP, CAPM).
- Apply Skills in Real-World Scenarios: Utilize learned techniques through practical exercises and case studies, ensuring readiness to tackle real project challenges.

TRAINING AUDIENCE

- Aspiring project managers
- Team leaders and supervisors
- Professionals transitioning into project management roles
- Anyone looking to strengthen their project management skills

TRAINING OUTLINE

DAY 1 - Project Management Framework, Organizational Structures, Systems and Processes

- Introduction to Project Management
- What is a Project?
- What is Project Management?
- Talent Triangular
- Stakeholders

- Knowledge Areas & Project Process Flow
- The Triple Constraint
- Program Management and Portfolio Management
- Enterprise Environmental Factors
- Organizational Process Assets
- Project Management Processes
- Initiating Process Group
- Planning Process Group
- Executing Process Group
- Monitoring and Controlling Process Group
- Closing Process Group
- What is Project Integration Management?
- Organizational Structure Influences on Projects

DAY 2

- What is Project Scope Management?
- Scope Planning
- Scope Statement
- Scope Definition
- Work Breakdown Structure
- Scope Verification
- Scope Control
- The Communication Loop
- Stages of Team Development
- Dynamics of Team Development
- Types of Power / Authority
- Maslow's Hierarchy
- Human Resource Management
- What is Leadership?
- Definition of a Team
- Situational Leadership Styles

DAY 3
- Project Selections
- Net Present Value
- Opportunity Cost
- Internal Rate of Return
- Payback Period
- Benefit to Cost Ratio
- What is Project Time Management?
- Activity Definition
- Decomposition
- Activity List
- Activity Attributes
- Activity Sequencing
- Precedence Diagramming Method (PDM)
- Arrow Diagramming Method (ADM)
- Dependency Determination
- Applying Leads and Lags
- Project Network Schedule
- Activity Resource Estimating
- Resource Availability

- Bottom-up Estimating
- Activity Resource Requirements
- Activity Duration Estimating
- Analogous Estimating
- Parametric Estimating
- Reserve Analysis
- Three-Point Estimates
- Activity Duration
- Schedule Development
- Critical Path Method
- Schedule Compression
- Schedule Control

DAY 4 - Project Quality Management
- What is Project Quality Management?
- Quality Planning
- Quality Management
- Perform Quality Assurance
- Perform Quality Control
- Cause-and-Effect Diagram
- Control Charts
- Flowcharting
- Pareto Diagram
- Run Chart

  Project Risk and Contingency Analysis
- Definitions - What is Risk?
- Risk Management Process
- Risk Management Model
- Identifying Potential Risk Events
- Qualitative Risk Analysis Techniques
- Risk Matrices and Risk Ranking
- Risk Management Plan
- Detailed Risk Quantification and Prioritization
- Expected Monetary Value Concepts
- Risk Quantification and Expected Monetary Value
- Risk Register
- Probability and Impact Matrix

- Risk Response Planning
- Strategies for Risk Response Planning
- Contingency Plan

DAY 5 - Project Progress Management and Control & Project Closure
- Project Management Reporting
- Earned Value (EV)
- Key Earned Value Terminology
- Combining Schedule and Costs
- Project Status Report
- Schedule Variance (SV)
- Cost Variance (CV)
- Schedule Performance Index (SPI)
- SPI Run Chart
- Cost Performance Index (CPI)
- Estimated Cost at Completion
- Estimated Duration at Completion
- Project Closure

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.