

Course Introduction:

Countless numbers of projects undertaken by organizations in the private and public sectors significantly overrun the project schedule and budget, and as a consequence fail to achieve the organization's financial and strategic objectives, often with sizable increases in costs and with substantial financial losses to the organization. Why? This is due mainly to the failure of many project managers to successfully apply the tools and techniques of modern project planning, monitoring, control and progress reporting on their projects.

Course Objectives:

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

This course will provide you with a proven set of methods, processes, tools and techniques to develop a systematic and dynamic project plan to ensure progressive monitoring and reporting of project progress. This will enable the participants to:

- ✓ Integrate scope, time, resources and cost management into a dynamic, manageable plan
- ✓ Develop project network diagrams for CPM and advanced PERT calculations to identify schedule and cost risks
- ✓ Maintain continuous project performance and delivery control
- ✓ Accurately estimate and allocate project costs and resources
- ✓ Measure, forecast and control project performance by employing earned value techniques
- ✓ Compress or accelerate the schedule when required by adverse circumstances
- ✓ Develop a project recovery plan for budget and schedule overruns
- ✓ Produce clear and concise project progress reports

Personal Impact

This brand new advanced course will significantly enhance the skills and knowledge of delegates and improve their ability to plan, schedule, monitor, control, and report on project progress. The material has been designed to enable delegates to apply all of the material with immediate effect at the office.

Core Competencies

- ✓ Ability to deliver projects on time and within budget
- ✓ Proactive identification of what a project really requires

- ✓ Understanding of what it takes to be a successful project manager
- ✓ Skill and confidence to plan and control projects successfully and ability to sidestep the most common project management pitfalls and problems
- ✓ Understanding and practicing effective project management techniques in successfully completing and handing over projects

Who Should Attend?

This course is designed for project team leaders, project planning engineers and heads, and senior project control and business services professionals who have the responsibility for planning and controlling project schedules and costs in client and contracting companies

Course Outline:

Day 1:

Project Fundamentals and Scope Planning

- Project scope and scope statement
- What is project management?
- Project management framework
- Project stakeholders
- Work breakdown structure (WBS)
- Project charter document

Day 2:

Project Schedule & Contingency Planning

- Project planning
- Milestones chart
- Estimating activity duration
- Dependency analysis
- Concept of float
- Program evaluation and review technique

Day 3:

Project Cost Estimating & Budgeting

- Project resourcing
- Project cost management

- Cost estimates
- Purpose of cost estimates
- Parametric estimating
- Project budgeting
- Cash flow analysis
- Time value of money

Day 4:

Project Resourcing & Accelerating Project Schedule

- Resource handling
- Crashing networks
- Linear time-cost trade-off
- Case study
- Identification of risks in projects
- Risk analysis and management

Day 5:

Project Execution Management and Recovery Plan

- Project execution
- Performance measures
- The project s-curve
- Project control & system variations
- Earned value management
- Project variance analysis
- Post-project review

Course Fees:

To be advised as per course location. This rate includes participant's manual, and-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Methodology:

A variety of methodologies will be used during the course that includes:

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionnaires
- Group Work
- Discussion
- Presentation

Course Timings:

Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session