

## Project Management Skills

### Why Attend

The overall aim of this course is to provide participants with the necessary skills required to plan their projects by creating project scope statements and project work breakdown structures. Additionally, participants will be able to develop key performance indicators for monitoring and controlling their project schedule and budget. The course also aims at assisting participants in appraising the feasibility of their projects by applying capital budgeting techniques. Finally, participants will effectively plan project stakeholders' engagement and manage their expectations.

### Course Methodology

The course uses a mix of interactive techniques, such as brief presentations by the consultant and the participants and psychometric assessments. The course also features the use of a number of group exercises and case studies followed by plenary discussions.

### Course Objectives

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

- Plan projects using statement of work and Work Breakdown Structure (WBS)
- Schedule projects activities and build the project network model
- Calculate project budgets and schedule variances using Earned Value (EV) techniques
- Select the right projects using capital budgeting techniques
- Relate to project stakeholders through better negotiation and communication skills

### Target Audience

Project managers, members of project offices, project sponsors, functional managers, senior management and individuals interested in project management. This course is worth 30 PDUs.

### Target Competencies

- Planning projects
- Organizing projects
- Executing projects
- Controlling projects
- Cognitive abilities
- Communication

### Associations

**Project Management Institute (PMI)®** : Meirc is designated as a Registered Educational Provider (R.E.P.) with the Project Management Institute (PMI)®. As a result, Meirc is authorized to issue Category Three Professional Development Units (PDU) that can be used for the authorization to take the Project Management Professional (PMP)® certification exam and for maintaining the PMP credentials.

### Location & Date

24 Sep - 28 Sep, 2017  
Dubai, Arabic

29 Oct - 2 Nov, 2017  
Dubai, English

26 Nov - 30 Nov, 2017  
Riyadh, Arabic  
Riyadh Marriott Hotel

17 Dec - 21 Dec, 2017  
Dubai, English  
JW Marriott Marquis

28 Jan - 1 Feb, 2018  
Dubai, English

6 May - 10 May, 2018  
Dubai, Arabic

1 Jul - 5 Jul, 2018  
Kuala Lumpur, English

12 Aug - 16 Aug, 2018  
Dubai, Arabic

16 Sep - 20 Sep, 2018  
Riyadh, Arabic

14 Oct - 18 Oct, 2018  
Abu Dhabi, English  
Khalidiya Palace Rayhaan Rotana

16 Dec - 20 Dec, 2018  
Dubai, English

### Fees: US\$

Per participant

US\$ 4,600

*(including coffee breaks and a buffet lunch daily)*



For companies that want to maximize the return on their investment in training: **Register 3 participants** on the same course and dates and pay only for 2.

*Meirc reserves the right to alter dates, content, venue and trainer.*

## Course Outline

- **Planning projects**
  - Project management definitions
  - Projects versus operations
  - Managing project constraints
  - Applications of project management
  - Potential benefits of project management
  - Definition of project life cycle
  - Defining project requirements
    - Statement of Work (SOW)
    - Project specifications
    - Milestone schedule
    - Work Breakdown Structure
  - WBS decomposition problems
  - WBS guidelines and checklists
- **Scheduling projects**
  - Linking activities and WBS sequencing
  - Forward and backward scheduling
  - Critical Path Method (CPM)
  - Slack management
  - Program Evaluation and Review Technique (PERT)
  - Schedule compression techniques
  - Myths and realities of schedule compression
  - Resource planning and leveling
- **Organizing and controlling projects**
  - Project organization and project control
  - Mastering earned value management
  - Schedule and budget variances
  - Project forecasting
  - Project management reporting
  - Auditing a project
  - The role of software in project management
- **Selecting projects using capital budgeting techniques**
  - Definition of capital budgeting
  - Cost of capital
  - Accounting Rate of Return (ARR)

- Payback Period (PP)
- Net Present Value (NPV)
- Internal Rate of Return (IRR)
- **Managing project stakeholders**
  - Identifying stakeholders
  - Stakeholders types
  - Stakeholder power and interest grid
  - Planning stakeholder management
  - Managing stakeholder engagement
  - Controlling stakeholder engagement