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بروجاكس للتدريب والتطوير  
Projacs Training and Development

# Master's Certificate in Project Management Knowledge Areas (PMK Workshop 1, 2, 3)

Preparing for PMP®, PMI-SP®, PMI-RMP®, CAPM® – Certified Program

مجالات المعرفة لإدارة المشاريع وفقاً للمعيار العالمي  
الموحد – معتمد عالمياً

06 – 24 December 2020

Dubai / United Arab Emirates

A Member of:



PROJACS ACADEMY



ProjacsAcademy.com



## Introduction

Today's ever-changing business environment requires new approaches to Project Management, which has become an important tool for dealing with time-to-market, resources, limitations, downsizing and global competition. As markets and project organizations become more dynamic, administrative and technical skills alone are no-longer sufficient to deal with the complexities of modern project undertakings. In recent years, the Project Management Professional Certifications PMP®, PMI-RMP®, PMI-SP®, CAPM® etc. from the Project Management Institute "PMI" have become the most sought after certification in the world of project management professionals for those who are practicing project management in their work. As per the Project Management Institute "PMI Global Standards", the knowledge & skills needed for the project management professionals are derived from Areas of Knowledge which are:

- Integration,
- Scope,
- Time,
- Cost,
- Quality,
- Human Resource,
- Communications,
- Risk and Procurements Management.

This program will go through these areas of knowledge in some degree of details and will offer a good opportunity for the participants to share their experience and enhance their knowledge and skills in project management.

The program will also offer a good opportunity for those who are interested to go for the PMP®, PMI-RMP®, PMI-SP®, CAPM® exams where they will be fully acquainted about the process, tricks, tips that will help them to pass them. The candidates will also be oriented in using the MS Project as an effective tool in planning the project schedule.

## Objectives

### Upon the completion of this workshop, the candidates will be able to:

- Understand the new concepts of Project Management created by PMI.
- Understand and practice the whole areas of knowledge in the PMBOK® *Guide* and correlate them with the process groups of project management in addition to the Professional and Social Responsibility.
- Understand the nature and tricks of the PMP®, PMI-RMP®, PMI-SP®, CAPM® Exams
- Determine the gap areas that the participants may have.
- Develop Confidence.
- Understand the new concepts of Project Management created by PMI.
- Understand and practice the following areas of knowledge as per the PMBOK® *Guide* and correlate them with the process groups of project management in addition to the Professional and Social Responsibility:
  - Project Communications Management
  - Project Risk Management
  - Project Procurement Management

## Who Should Attend?

Project managers, program managers and project management practitioners who are, or will be involved in the areas of engineering, production, data processing, research and development, construction, corporate planning, finance & marketing.

This program is of particular importance to executives, managers and supervisors in government and industry who are concerned with effectively managing ventures and projects where cost, schedule and performance of programs must meet rigid requirements.

Certified PMP® attending this program will earn **75 PDUs** which are sufficient for them to renew their PMP® credential.

## Course Outline

### **Workshop (1) Project Integration, Scope and Time Management:**

#### **Day 1:**

- Introduction
- Pre-assessment
- Project Management Framework
  - Definitions
  - Project Management Context
  - Organizational Influences on Project Management
- Project Management Skills
  - Project Management Knowledge Competency
  - Project Management Performance Competency
  - Personal Competency
- Project Life Cycle & Product Life Cycle
- Program Management & Portfolio Management
- Project Management Process Groups
  - Initiation Process Group
  - Planning Process Group
  - Executing Process Group
  - Monitoring & Controlling Process Group
  - Closing Process Group
- Role of the Project Manager and the Project Management Team in Initiating, Planning, Executing, Monitoring & Controlling and Closing the Project
- Test Your Knowledge 1
- Project Management Areas of Knowledge:
  - Project Integration Management
    - Developing the Project Charter
      - ❖ Definitions
      - ❖ Inputs, Outputs and Tools & Techniques
      - ❖ Charter Template
    - Develop Project Management Plan
      - ❖ Definitions
      - ❖ Inputs, Outputs and Tools & Techniques
    - Direct & Manage Project Execution
      - ❖ Definitions
      - ❖ Inputs, Outputs and Tools & Techniques
    - Monitor & Control Project Work
      - ❖ Definitions
      - ❖ Inputs, Outputs and Tools & Techniques

- Perform Integrated Change Control
  - ❖ Definitions
  - ❖ Inputs, Outputs and Tools & Techniques
- Close Project or Phase
  - ❖ Definitions
  - ❖ Inputs, Outputs and Tools & Techniques
- Test Your Knowledge 2

### **Days 2 & 3:**

- Project Scope Management:
  - Collect Requirements
    - ❖ Definitions
    - ❖ Inputs, Outputs and Tools & Techniques
  - Define Scope
    - ❖ Definitions
    - ❖ Inputs, Outputs and Tools & Techniques
  - Create WBS
    - ❖ Definitions
    - ❖ Inputs, Outputs and Tools & Techniques
    - ❖ WBS Template
  - Verify Scope
    - ❖ Definitions
    - ❖ Inputs, Outputs and Tools & Techniques
  - Control Scope
    - ❖ Definitions
    - ❖ Inputs, Outputs and Tools & Techniques
- Introduction of MS Project
- Test Your Knowledge 3

### **Days 4 & 5:**

- Project Time Management:
  - Define Activities
    - ❖ Definitions
    - ❖ Inputs, Outputs and Tools & Techniques
  - Sequence Activities
    - ❖ Definitions
    - ❖ Inputs, Outputs and Tools & Techniques
  - Estimate Activity Resources
    - ❖ Definitions
    - ❖ Inputs, Outputs and Tools & Techniques
  - Estimate Activity Durations
    - ❖ Definitions
    - ❖ Inputs, Outputs and Tools & Techniques

- Develop Schedule
  - ❖ Definitions
  - ❖ Inputs, Outputs and Tools & Techniques
- Control Schedule
  - ❖ Definitions
  - ❖ Inputs, Outputs and Tools & Techniques
- Using the MS Project in developing the project schedule
- Test Your Knowledge 4
- Workshop Wrap Up & Close Out

## **Workshop (2) Project Cost, Quality and Human Resource Management**

### **Days 1 & 2:**

- Project Cost Management:
  - Estimate Costs
    - ❖ Definitions
    - ❖ Inputs, Outputs and Tools & Techniques
  - Determine Budget
    - ❖ Definitions
    - ❖ Inputs, Outputs and Tools & Techniques
  - Control Costs
    - ❖ Definitions
    - ❖ Inputs, Outputs and Tools & Techniques
- Test Your Knowledge 5

### **Days 3 & 4:**

- Project Quality Management:
  - Quality Gurus
  - Plan Quality
    - ❖ Definitions
    - ❖ Inputs, Outputs and Tools & Techniques
  - Perform Quality Assurance
    - ❖ Definitions
    - ❖ Inputs, Outputs and Tools & Techniques
  - Perform Quality Control
    - ❖ Definitions
    - ❖ Inputs, Outputs and Tools & Techniques
- Project Health & Safety and Environment Management
  - Introduction
  - HSE Planning
  - HSE Monitor & Control
- Test Your Knowledge 6

### Day 5:

- Project Human Resource Management
  - Develop Human Resource Plan
    - ❖ Definitions
    - ❖ Inputs, Outputs and Tools & Techniques
  - Acquire Project Team
    - ❖ Definitions
    - ❖ Inputs, Outputs and Tools & Techniques
  - Develop Project Team
    - ❖ Definitions
    - ❖ Inputs, Outputs and Tools & Techniques
  - Manage Project Team
    - ❖ Definitions
    - ❖ Inputs, Outputs and Tools & Techniques
- Test Your Knowledge 7
- Workshop Wrap Up & Close Out

### Workshop (3) Project Communications, Risk, Procurement Management and Professional & Social Responsibility

#### Day 1:

- Project Communications Management:
  - Identify Stakeholders
    - ❖ Definitions
    - ❖ Inputs, Outputs and Tools & Techniques
  - Plan Communications
    - ❖ Definitions
    - ❖ Inputs, Outputs and Tools & Techniques
  - Distribute Information
    - ❖ Definitions
    - ❖ Inputs, Outputs and Tools & Techniques
  - Manage Stakeholders Expectations
    - ❖ Definitions
    - ❖ Inputs, Outputs and Tools & Techniques
  - Report Performance
    - ❖ Definitions
    - ❖ Inputs, Outputs and Tools & Techniques
- Test Your Knowledge 8

#### Days 2 & 3:

- Project Risk Management:
  - Plan Risk Management
    - ❖ Definitions

- ❖ Inputs, Outputs and Tools & Techniques
- Identify Risks
  - ❖ Definitions
  - ❖ Inputs, Outputs and Tools & Techniques
- Perform Qualitative Risk Analysis
  - ❖ Definitions
  - ❖ Inputs, Outputs and Tools & Techniques
- Perform Quantitative Risk Analysis
  - ❖ Definitions
  - ❖ Inputs, Outputs and Tools & Techniques
- Plan Risk Responses
  - ❖ Definitions
  - ❖ Inputs, Outputs and Tools & Techniques
- Monitor & Control Risks
  - ❖ Definitions
  - ❖ Inputs, Outputs and Tools & Techniques
- Test Your Knowledge 9

### **Days 4 & 5:**

- Project Procurements Management
  - Plan Procurements
    - ❖ Definitions
    - ❖ Inputs, Outputs and Tools & Techniques
  - Conduct Procurements
    - ❖ Definitions
    - ❖ Inputs, Outputs and Tools & Techniques
  - Administer Procurements
    - ❖ Definitions
    - ❖ Inputs, Outputs and Tools & Techniques
  - Close Procurements
    - ❖ Definitions
    - ❖ Inputs, Outputs and Tools & Techniques
- Test Your Knowledge 10
- Professional & Social Responsibility
  - Responsibility Core Value
  - Respect Core Value
  - Fairness Core Value
  - Honesty Core value
- Test Your Knowledge 4
- Workshop Wrap Up & Close Out

*PMP, PMI-RMP, PMI-SP, CAPM and PMBOK are registered marks of the Project Management Institute, Inc.*



## 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 binder 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\*

- **7,950USD**  
*\*VAT is Excluded If Applicable*

## مقدمة

إن بيئة عمل اليوم دائمة التغيير تتطلب مداخل جديدة لإدارة المشروعات، والتي أصبحت أداة هامة للتعامل في هذا العصر مع السوق، الموارد، المحددات، الإنكماش والمنافسة العالمية المتزايدة. وكلما أصبح السوق والمنظمات القائمة على المشروعات أكثر ديناميكية، فإن المهارات الإدارية والفنية وحدها تكون غير كافية للتعامل مع تعقيدات المشاريع.

وفي السنوات الأخيرة أصبحت شهادة إحتراف إدارة المشروعات الصادرة عن المعهد الأمريكي لإدارة المشروعات PMI، واحدة من أكثر الشهادات العالمية فعالية وطلباً في عالم الإحتراف، وفقاً لمعايير إدارة المشاريع، تستمد المعارف والمهارات اللازمة للعاملين في إدارة المشروع من 9 مجالات للمعرفة هي: التكامل والنطاق والوقت والتكلفة والجودة والموارد البشرية، والاتصالات، والمخاطر وإدارة المشتريات. هذا البرنامج سيوفر فرصة جيدة للمشاركين لتبادل خبراتهم وتعزيز معرفتهم ومهاراتهم في مجال إدارة المشاريع. وسوف يقدم البرنامج أيضاً فرصة جيدة لأولئك الذين يهتمون بأداء اختبار PMP حيث سيتم التعرف تماماً على العملية، والحيل، والنصائح والتدريب على أداء اختبار PMP.

## الاهداف

**في نهاية البرنامج سوف يتمكن المشاركون من معرفة كافة المعلومات والمهارات المطلوبة لكل مما يلي:**

- لمفاهيم الجديدة لإدارة المشروعات والصادرة عن معهد الإدارة الأمريكي.
- فهم كافة بنود الدليل المعرفي لإدارة المشروعات والتي تشمل كل مما يلي: إدارة التكاليف، إدارة الجودة، إدارة الموارد البشرية، إدارة الإتصالات، إدارة المخاطر، إدارة المشتريات والعقود، المسؤولية المهنية والإجتماعية.
- فهم طبيعة إختبار إحتراف إدارة المشروعات.
- الدراسة للإختبار.
- تحديد الفجوة "نقاط ضعفك"
- تطوير الثقة بالنفس

## الحضور

مدراء المشاريع ومدراء البرامج المشاركين أو الذين سيشاركون في المجالات الهندسية، الإنتاجية، معالجة البيانات، البحث والتطوير، الإنشاءات، التخطيط المؤسسي، التصنيع، المالية، والتسويق، ويعتبر هذا البرنامج ذو أهمية خاصة للإدارة العليا، المدراء، المشرفين في القطاع الحكومي والصناعي المهتمين بإدارة الشركات المشتركة والمشاريع التي يجب تلبية المتطلبات المالية وجدولة وتنفيذ البرامج الزمنية.