



PROJACS ACADEMY  
by @egis



# Planning and Managing Projects

تخطيط وإدارة المشاريع

20 – 24 November 2023

Dubai / UAE

## 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.

## Objectives

- Define the basic concepts and definitions related to project management.
- Use a different tools and techniques to build and lead the project team
- Become more effective in planning, executing and monitoring and controlling the project work by using best practice processes and techniques.

## Who Should Attend?

This course is targeted for Project Managers, program Managers, Planners and engineers how are or will be involved in planning and managing projects where schedule, cost and performance of projects must meet rigid requirements in the areas of engineering, production, data processing, research and development, construction, corporate planning, finance and marketing.

## Course Outline

### Lesson 1: Business Environment

- Topic 1a: Foundation
- Topic 1b: Strategic Alignment
- Topic 1c: Project Benefits and Value
- Topic 1d: Organizational Culture and Change Management
- Topic 1e: Project Governance
- Topic 1f: Project Compliance

### Lesson 2: Start the Project

- Topic 2a: Identify and Engage Stakeholders
- Topic 2b: Form the Team
- Topic 2c: Build Shared Understanding
- Topic 2d: Project Approach

### Lesson 3: Plan the Project

- Topic 3a: Planning Projects
- Topic 3b: Scope
- Topic 3c: Schedule
- Topic 3d: Resources
- Topic 3e: Budget
- Topic 3f: Risks
- Topic 3g: Quality
- Topic 3h: Integrate Plans

### Lesson 4: Lead the Project Team

- Topic 4a: Craft Your Leadership Skills
- Topic 4b: Create a Collaborative Project Team Environment
- Topic 4c: Empower the Team
- Topic 4d: Support Team Member Performance
- Topic 4e: Communicate and Collaborate With Stakeholders
- Topic 4f: Training, Coaching, And Mentoring
- Topic 4g: Manage Conflict

### Lesson 5: Support Project Team Performance

- Topic 5a: Implement Ongoing Improvements

- Topic 5b: Support Performance
- Topic 5c: Evaluate Project Progress
- Topic 5d: Manage Project Issues and Impediments
- Topic 5e: Manage Project Changes

### **Lesson 6: Closing the Project/Phase**

- Topic 6a: Project Phase/Closure
- Topic 6b: Benefits Realization
- Topic 6c: Knowledge Transfer

## Training Method

- Pre-assessment
- Full interactive training using case studies and live discussions
- 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 7” Tablet 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\*

- **3,200 USD**  
*\*VAT is Excluded If Applicable*