



PROJACS ACADEMY
by @egis



Effective Project Coordination and Management

تنسيق وإدارة المشاريع بفعالية

14 - 18 August 2023

Trabzon / Turkey

Introduction

The Project Management Body of Knowledge is the sum of knowledge within the profession of project management. As with other professions such as law, medicine, and accounting, the body of knowledge rests with the practitioners and academics that apply and advance it. The complete Project Management Body of Knowledge includes proven traditional practices that are widely applied, as well as innovative practices that are emerging in the profession, including published and unpublished material. As a result, the Project Management Body of Knowledge is constantly evolving.

Objectives

- Understand the new concept of Project Management created by PMI
- Understand the whole areas of knowledge in the PMBOK: Integration Management, Scope management, Cost Management, Time Management, Quality Management, Human Resource Management, Communications Management Risk Management, Procurement and Contract Management and correlate them with the processes of project management in addition to the Professional Responsibility.
- Determine the gap areas you have
- Develop Confidence

Who Should Attend?

- Senior executives
- Program managers and managers of project managers
- Project managers and other project team members
- Members of a project management office
- Customers and other stakeholders
- Functional managers with employees assigned to project teams
- Educators teaching project management and related subjects
- Consultants and other specialists in project management and related fields
- Trainers developing project management educational programs
- Researchers analyzing project management.

Course Outline

Day One

Project Management Framework

- Project and Project Management
- Areas of Expertise Project Management Processes for a Project Management Context

Project Management Environment

- Project Phases and Project life cycle
- Stakeholders Analysis and Organization Structure Organizational Structure Influences on Projects

PM Knowledge / Management Area

- Scope Management:
 - Plan scope management
 - Collect Requirements
 - Define Scope
 - Create Work Breakdown Structure
 - Validate Scope
 - Control Scope

Day Two

- **Time Management:**
 - Define Activities
 - Sequence Activities
 - Estimate Activity Resources
 - Estimate Activity Durations
 - Develop Schedule
 - Control Schedule
- **Cost Management:**
 - Estimate Cost Determine Budget Control Costs

Day Three

- **Quality Management:**
 - Plan Quality Perform Quality Assurance Perform Quality Control
- **Human Resource Management:**
 - Involves all aspects of people management and personal interaction.
 - Develop Human Resource Plan
 - Acquire Project Team

- Develop Project Team
- Manage Project Team

Day Four

- **Communication and stakeholder Management:**
 - Identify Stakeholders Plan Communications Distribute Information
 - Manage Stakeholders Expectations Report Performance
- **Risk Management:**
 - Plan Risk Management Identify Risks Perform Qualitative Risk Analysis
 - Perform Quantitative Risk Analysis Plan Risk Responses Monitor and Control Risks

Day Five

- **Procurement Management:**
 - Plan Procurements Conduct Procurements Administer Procurements
 - Close Procurements
- **Integration Management:**
 - Develop Project Charter Develop Project Management Plan Direct and Manage Project Execution Monitor & Control Project Work Perform Integrated Change Control Close Project or Phase

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 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*

- **3,600 USD**
**VAT is Excluded If Applicable*

المقدمة

ان عمليات ادارة المشاريع هي مجموع المعارف داخل مهنة إدارة المشاريع. كما هو الحال مع غيرها من المهن مثل القانون والطب والمحاسبة، والمعرفة تقع على عاتق الممارسين والأكاديميين والمقياس العالمي لإدارة المشاريع يتضمن الممارسات التي أثبتت جدواها التقليدية التي يتم تطبيقها على نطاق واسع، فضلا عن الممارسات المبتكرة التي تظهر في هذه المهنة، بما في ذلك المواد المنشورة وغير المنشورة. ونتيجة لذلك، فإن إدارة الهيئة مشروع المعرفة تتطور باستمرار.

الأهداف

- مفهوم جديد لإدارة المشاريع التي أنشأتها PMI
- فهم المناطق الكاملة من المعرفة في المقياس العالمي لإدارة المشاريع ®: إدارة التكامل، إدارة نطاق، إدارة التكلفة، إدارة الوقت، إدارة الجودة، إدارة الموارد البشرية، إدارة الاتصالات إدارة المخاطر، إدارة المشتريات والعقود والربط بينها وبين عمليات إدارة المشاريع بالإضافة إلى المسؤولية المهنية
- تحديد مناطق الفجوة لديك
- تطوير الثقة بالنفس

الحضور

- كبار التنفيذيين
- مديري البرامج ومديري المشاريع
- مدراء المشاريع وأعضاء فريق المشروع
- أعضاء مكتب إدارة المشاريع
- العملاء وأصحاب المصلحة الآخرين
- المستشارون وغيرهم من المتخصصين في مجال إدارة المشاريع والمجالات ذات الصلة
- الباحثون في تحليل وإدارة المشاريع