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بروجاكس للتدريب والتطوير  
Projacs Training and Development

**Project Planning, Execution, Monitoring &  
Controlling and Closing Management Processes  
(PMP Workshop 2, 3) – Certified Program**  
عمليات إدارة الخطة المتكاملة وتنفيذها ومراقبة وضبط  
واستلام المشاريع – معتمد

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A Member of:



**PROJACS ACADEMY**



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## Introduction

In today's dynamic and demanding markets, organizations that want to lead and achieve growth that far exceeds what their competition is planning for as well as what they have been used to in the past, cannot afford to be just a good organization, but rather a Great Organization.

Great Organizations need to adopt aggressive, well-balanced and coordinated strategies to achieve their desired vision. Those strategies need to identify attainable and measurable goals, for which the organization can assure that their strategies will be deployed as planned.

What this means? Organizations who want to become Great Organizations need to shift their strategy from "Running the Business" to "Growing the Business". This would require those organizations to initiate, strategically align, prioritize, plan and successfully deliver hundreds of projects to achieve their desired vision. Those will include strategy, operational, new-product, new-services and capital investment projects. Projects that will require individuals from the different functional divisions to be set accountable for delivering their scope as well as manage resources, labor and non-labor, collaborate with other team members, and communicate with external and internal stakeholders. Having a project management methodology will strongly help organizations to achieve its strategic objectives.

This program aims to serve as guidelines for the candidates interested in developing & improving a project management methodology for their corporate based on the PMBOK Guide. The Project Management Body of Knowledge "PMBOK" Guide 5th Edition which is the latest one issued end of December 2012, is an American National Standard. It is the de facto global standard for project management which focuses on the development of the project management processes based on the best practice of the project management practitioners all over the world and which could help a corporate achieving its strategic objectives and reaching the capability maturity model. The project management process groups as per the PMBOK Guide go as follows:

Project Monitoring & Controlling Process Group should be done throughout the whole project life cycle to make sure that the project's performance at any certain data date will lead to achieving the project's objectives and to see if any corrective actions might be needed in this concern.

Project Closing Process Group aims to finalize all activities across all project process groups to formally close the project or phase. It can't be possible closing the project / phase without closing any related contracts / subcontracts. PM Closing Process Group when completed verifies that the defined processes are completed within all the process groups to close the project or project phase, as appropriate, and formally establishes that the project or project phase is complete. Upon completing this program, the candidates will be also eligible to go for the Project Management Professional exams "PMP, PMI-RMP, and SP".

## Objectives

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

- Understand the new concepts of Project Management created by PMI.
- Understand and demonstrate the project management process groups as per the PMBOK Guide 5<sup>th</sup> edition “Initiation, Planning, Execution, Monitoring & Controlling and Closing”.
- Work as a core group for their organizations to create a project management methodology to enhance their business.
- Practice for the PMI professional exam “PMP, PMI-RMP, and SP”.
- Determine the gap areas they may have and follow a road map to enhance their competency level.

## 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 and marketing.

This course 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 PMPs attending this program will earn 75 PDUs which are sufficient for them to renew their PMP credential.

## Course Outline

### Workshop “2” for 5 days (Project Execution and Advance Planning)

- Project Management Advance Planning Process Group.
  - Plan Schedule Management
  - Define Activities
  - Sequence Activities
  - Estimate Activity Resources
  - Estimate Activity Duration
  - Develop Schedule
    - Using MS Project in developing the project schedule
  - Plan Cost Management
  - Estimate Cost
  - Define Budget
    - Using the MS Project in developing the project S curve
  - Plan Quality Management
  - Plan Human Resource Management
  - Plan Communications Management
  - Plan Risk Management
  - Identify Risks
  - Perform Qualitative Risk Analysis
  - Perform Quantitative Risk Analysis
  - Perform Risk Response Planning
  - Plan Procurement Management
  - Plan Stakeholders Management
- The role of the Project Management Team in Planning the Project / Phase.
- Test your knowledge 3
- Project Management Executing Process Group
  - Direct & Manage Project Work
  - Perform Quality Assurance
  - Acquire Project Team
  - Develop Project Team
  - Manage Project Team
  - Manage Communications
  - Conduct Procurement
  - Manage Stakeholder Engagement
- The role of the Project Management Team in Executing the Project / Phase Management Plan.
- Test your knowledge 4

Workshop “3” for 5 days (Project Monitoring & Controlling and Closing Process Groups)

- Project Management Monitoring & Controlling Process group
  - Monitor & Control Project Work”
  - Perform Integrated Change Control
  - Validate Scope”
  - Control Scope
  - Control Schedule
  - Control Cost
  - Quality Control
  - Control Communications
  - Control Risks
  - Control Procurements
  - Control Stakeholder Engagement
- The role of the Project Management Team in Monitoring & Controlling the Project / Phase Work
- Test your knowledge 5
- Project Management Closing Process Group
  - Close Project / Phase “
  - Close Procurement
- The role of the Project Management Team in closing the Project / Phase Work
- Factors affecting Projects Success & Lessons Learned
- Test your knowledge 6
- Final Assessment
- Wrap Up & Program Close Out.

### 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\*

- **5,500USD**

*\*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 ٩ 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.

\* سوف يحصل PMPs المعتمدين الذين يحضرون هذا البرنامج على ٧٥ PDUs وهي كافية لهم لتجديد اعتمادهم في PMP

## الاهداف

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

- المفاهيم الجديدة لإدارة المشروعات والصادرة عن معهد الإدارة الأمريكي.
- فهم كافة بنود الدليل المعرفي لإدارة المشروعات والتي تشمل كل مما يلي: الإدارة المتكاملة، إدارة مجال المشروع، إدارة الوقت، إدارة التكاليف، إدارة الجودة، إدارة الموارد البشرية، إدارة الاتصالات، 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.