



PROJACS ACADEMY
by @egis

Project Initiation, Planning and Executing (PMP Workshop 1, 2) – Certified Program

عمليات إدارة بدء المشروع وتخطيطه وتنفيذه –

معتمد عالمياً

17 – 28 July 2023

Dubai / UAE

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 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. This course will cover:

- **Project Initiation Process Group** aims to authorize the project / phase to start based on its feasibility and its compatibility to the corporate strategic objectives.
- **Project Planning Process Group** aims to develop an integrated plan for the project / phase coping with the project's objectives.
- **Project Executing Process Group** aims to implement successfully the project's management plan where the planning, execution and monitoring & controlling of the project should be worked out simultaneously to achieve the project's objectives.

Upon completing this program, the candidates will be to cover most of the requirements needed for 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 “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 50 PDUs which are sufficient for them to renew their PMP credential.

Course Outline

Workshop “1” for 5 days (Project Initiation and Planning Fundamentals):

- Introduction
- Pre-assessment
- Project Management Framework
 - Definitions
 - Project Management Context
 - Organizational Influences on Project Management
 - Project Management Process Groups
- Project Management Skills
 - Project Management Knowledge Competency
 - Project Management Performance Competency
 - Personal Competency
- Test your knowledge 1
- Project Management Initiation Process Group
 - Developing the Project Charter
 - Identify Stakeholders
- The role of the Project Management Team in Initiating the Project / Phase.
- Project Planning Fundamentals:
 - Develop Project Management Plan
 - Plan Scope Management
 - Collect Requirements
 - Technical & Management Requirements and HSE Requirements
 - Define scope
 - Create Work Breakdown Structure
- Introduction to MS Project
- Test your knowledge 2

- **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 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 1
 - Project Management Executing Process Group
 - Direct & Manage Project Work
 - Manage Knowledge
 - Manage Quality
 - Acquire Resources
 - Develop Team
 - Manage 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 2

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*

- **5,950 USD**
**VAT is Excluded If Applicable*

المقدمة

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

يهدف هذا البرنامج إلى أن يكون بمثابة إرشادات للمرشحين المهتمين بتطوير وتحسين منهجية إدارة المشاريع لشركاتهم بناءً على دليل PMBOK. الدليل المعرفي لإدارة المشروع "PMBOK" هو معيار وطني أمريكي. إنه المعيار العالمي الفعلي لإدارة المشاريع الذي يركز على تطوير عمليات إدارة المشروع بناءً على أفضل الممارسات لممارسي إدارة المشاريع في جميع أنحاء العالم والتي يمكن أن تساعد الشركة على تحقيق أهدافها الاستراتيجية والوصول إلى نموذج نضج القدرات. سنغطي هذه الدورة:

- تهدف مجموعة عمليات بدء المشروع إلى تفويض المشروع / المرحلة بالبداية على أساس جدواها وتوافقها مع الأهداف الإستراتيجية للشركة.
- تهدف مجموعة عملية تخطيط المشروع إلى تطوير خطة متكاملة للمشروع / المرحلة التي تتماشى مع أهداف المشروع.
- تهدف مجموعة عمليات تنفيذ المشروع إلى تنفيذ خطة إدارة المشروع بنجاح حيث يجب أن يتم التخطيط والتنفيذ والمراقبة والتحكم في المشروع في وقت واحد لتحقيق أهداف المشروع.
- 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 ٥٠ PDUs وهي كافية لهم لتجديد اعتمادهم في PMP

الأهداف

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.
- فهم طبيعة اختبار محترف إدارة المشروعات.
- الدراسة للاختبار.
- 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.