



an eegis company

بروجاكس للتدريب والتطوير
Projacs Training and Development

Delivering Exceptional Project Results

الأساليب المميزة لتسليم وإنهاء المشاريع

09 - 13 February 2020

Dubai / United Arab Emirates

A Member of:



PROJACS ACADEMY



ProjacsAcademy.com



Introduction

In addition to the project management knowledge and “science”, delivering exceptional project results requires mastering the essential “hands-on” tools and techniques needed by modern project managers. This course covers those tools from project selection, scoping, estimating through controlling the project.

Objectives

- Understand the project selection methods
- Learn about art and science of project estimation and getting your project authorized
- Find out about effective negotiation techniques with customers and management
- Discover how to initiate projects properly
- Learn how to collect requirements
- Understand how to elicit high-level and detailed scope from the stakeholders
- Learn how to satisfy your stakeholder and manage the project scope
- Understand how inspections and peer reviews can save you money and time on your projects
- Learn how to control projects successfully
- Learn how executives should manage the portfolio of projects

Who Should Attend?

- Full and Part-time Project managers
- Other project management positions
- Executives and middle Managers who sponsor or lead projects
- Finance, procurement and risk managers

Course Outline

Day One:

Introduction and Project Selection:

- The developments in the history of project management: From waterfall to agile project management
- Measuring project success: interpretation of international survey results
- How much project management is good for my business?: between bureaucracy and getting organized
- Needs assessment techniques: SWOT Analysis, Decision Analysis, and Gap Analysis
- Project selection methods: scoring models versus economic models.
- **Case Study: Sample Project scoring**
- **Case Study: Economic decision and life cycle costing**
- The portfolio management process- an overview: selection, balancing and authorizing projects

Day Two:

Project Initiation, Requirement Analysis and Scoping:

- Project initiation: reviewing the business case
- Project initiation: developing project objectives
- Project initiation: getting your project started
- **Case Study: Developing project charter**
- Identifying and analyzing stakeholders
- Collecting requirements
- Elicitation of requirements
- Requirements analysis
- Documenting requirements
- Developing detailed project scope
- **Case Study: Value Engineering**

Day Three

Project Estimating

- Why do we need schedules?
- What are the key ingredients in the Work Breakdown Structure (WBS)?
- **Case Study – Create a WBS**
- Creating the Network Diagrams
- **Case Study – Create a Network Diagram and apply the CPM**
- The 5 conceptual estimating techniques
- The 3 detailed estimating techniques
- **Case Study – Create a WBS**

Day Four:

Creating a Realistic Project Plan

- What makes up a realistic plan
- Realistic duration and cost estimates
- Considering risks and contingencies
- Resource management: who is doing what and when?
- Quality planning
- **Case study – Creating a project plan**

Day Five:

Project controlling

- Team management, communication management, negotiation skills
- Managing change and troubleshooting scope problems
- Controlling schedule and cost
- Inspections, walkthroughs and quality control
- **Case study – Performance measurement, Earned Value and KPIs**
- Collecting lessons learned
- Closing project and developing the final report.

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*

- **2,950USD**
**VAT is Excluded If Applicable*

مقدمة

بالإضافة إلى معرفة وعلوم إدارة المشروع، فإن تحقيق نتائج استثنائية في المشروع يتطلب إتقان الأدوات والتقنيات الأساسية التي يحتاجها مديرو المشاريع الحديثة. تغطي هذه الدورة هذه الأدوات من اختيار المشروع، وتحديد النطاق، والتقدير من خلال التحكم في المشروع.

الاهداف

- فهم طرق اختيار المشروع
- تعرف على فن وعلم تقدير المشروع والحصول على ترخيص مشروعك
- تعرف على تقنيات التفاوض الفعالة مع العملاء والإدارة
- اكتشف كيف تبدأ المشاريع بشكل صحيح
- تعلم كيفية جمع المتطلبات
- فهم كيفية استقطاب نطاق تفصيلي رفيع المستوى من أصحاب المصلحة
- تعرف على كيفية إرضاء أصحاب المصلحة وإدارة نطاق المشروع
- فهم كيف يمكن لعمليات التفتيش والمراجعات النظرية أن توفر لك المال والوقت في مشاريعك
- تعلم كيفية التحكم في المشاريع بنجاح
- تعلم كيف يجب على المديرين التنفيذيين إدارة محفظة المشاريع

الحضور

- مدراء المشاريع بدوام كامل او بدوام جزئي
- وظائف إدارة المشاريع الأخرى
- المديرين التنفيذيين والمدراء المتوسطين الذين يرون أو يقودون المشاريع
- المالية والمشتريات ومديري المخاطر