



an e egis company

بروجاكس للتدريب والتطوير
Projacs Training and Development

Project Communications, Risk and Procurement Management (PMK Workshop 3)

Certified Program – 35 PDUs



08 – 12 November 2020

Muscat – Sultanate of Oman

A Member of:



PROJACS ACADEMY



ProjacsAcademy.com



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. In recent years, the Project Management Professional Certifications "PMP, PMI-RMP, SP, etc" from the Project Management Institute "PMI" have become the most sought after certification in the world of project management professionals for those who are practicing project management in their work. As per the Project Management Institute "PMI Global Standards", the knowledge & skills needed for the project management professionals are derived from 9 Areas of Knowledge which are: Integration, Scope, Time, Cost, Quality, Human Resource, Communications, Risk and Procurements Management. This program will go through these areas of knowledge in some degree of details and will offer a good opportunity for the participants to share their experience and enhance their knowledge and skills in project management. The program will also offer a good opportunity for those who are interested to go for the PMP, PMI-RMP, and SP exams where they will be fully acquainted about the process, tricks, tips that will help them to pass them. The candidates will also be oriented in using the MS Project as an effective tool in planning the project schedule.

Objectives

Upon the completion of this workshop, the candidates will be able to:

- Understand the new concepts of Project Management created by PMI.
- Understand and practice the following areas of knowledge as per the PMBOK® "the latest version, 4th edition" and correlate them with the process groups of project management in addition to the Professional and Social Responsibility:
 - Project Communications Management
 - Project Risk Management
 - Project Procurement Management
- Understand the nature and tricks of the PMI-RMP Exam
- Determine the gap areas that the participants may have.
- Develop Confidence.

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 & marketing.

This program 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 25 PDUs which are sufficient for them to renew their PMP credential.

Course Outline

1st day:

- Project Communications Management:
 - Identify Stakeholders
 - Definitions
 - Inputs, Outputs and Tools & Techniques
 - Plan Communications
 - Definitions
 - Inputs, Outputs and Tools & Techniques
 - Distribute Information
 - Definitions
 - Inputs, Outputs and Tools & Techniques
 - Manage Stakeholders Expectations
 - Definitions
 - Inputs, Outputs and Tools & Techniques
 - Report Performance
 - Definitions
 - Inputs, Outputs and Tools & Techniques
- Test Your Knowledge 1

2nd & 3rd days:

- Project Risk Management:
 - Plan Risk Management
 - Definitions
 - Inputs, Outputs and Tools & Techniques

- Identify Risks
 - Definitions
 - Inputs, Outputs and Tools & Techniques
- Perform Qualitative Risk Analysis
 - Definitions
 - Inputs, Outputs and Tools & Techniques
- Perform Quantitative Risk Analysis
 - Definitions
 - Inputs, Outputs and Tools & Techniques
- Plan Risk Responses
 - Definitions
 - Inputs, Outputs and Tools & Techniques
- Monitor & Control Risks
 - Definitions
 - Inputs, Outputs and Tools & Techniques
- Test Your Knowledge 2

4th & 5th days:

- Project Procurements Management
 - Plan Procurements
 - Definitions
 - Inputs, Outputs and Tools & Techniques
 - Conduct Procurements
 - Definitions
 - Inputs, Outputs and Tools & Techniques
 - Administer Procurements
 - Definitions
 - Inputs, Outputs and Tools & Techniques
 - Close Procurements
 - Definitions
 - Inputs, Outputs and Tools & Techniques
- Test Your Knowledge 3
- Professional & Social Responsibility
 - Responsibility Core Value
 - Respect Core Value
 - Fairness Core Value
 - Honesty Core value
- Test Your Knowledge 4
- Workshop Wrap Up & 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, and 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 – 11:30 noon |
| • Coffee Break | 11:30 – 11:45 am |
| • Technical Session | 11:45 – 01:00 pm |
| • Lunch | 01:00 – 02:00 pm |
| • Technical Session | 02:00 - 03.45 pm |

Course Fees*

Per Participant: \$3,400

Which includes the following:

- The course will be conducted in a private meeting room in a 4 or 5 stars Hotel in Muscat (subject to availability)
- Daily Lunch plus 2 coffee breaks
- Consultant's services for designing and delivering the training
- Consultant's transportation, hotel accommodation and living expenses
- Provision of original PROJACS Certification for participants who attend and complete the full period of training
- Provision of Training manual/Reference Material for each participant