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بروجاكس للتدريب والتطوير
Projacs Training and Development

Project Management Structure

Certified Program – 35 PDUs



08 – 12 November 2020
Muscat – Sultanate of Oman

A Member of:



PROJACS ACADEMY



ProjacsAcademy.com



Introduction

As organizations recognized the importance/criticality of developing, updating and implementing project management. Project management structure has become one of the most important project management aspects as a focal point of improvement efforts, savings and control as key strategy for remaining competitive in today's highly competitive business environment.

In the leading organizations, project management is aligned with and integrated into achieving company's business goals and objectives through the implementation of project management tools and techniques which helps those organizations in playing a proactive approach instead of being reactive.

Dealing with project management structure are no longer a trial and error effort within the company. It becomes a strategic part of the annual business plan which all attention must be directed towards its successful implementation.

Objectives

Upon successful completion of this workshop, you will be able to understand and apply the following learning objectives:

- Understand the project management structure and its intersection with project management life cycle (Predictive or Adaptive)
- Understand the framework and the selection of the right approach for best practices implementation for achieving both project and organization objectives
- Practice the implementation of project management process under the development approach.
- Understand and practicing the necessary skills for responding to change requests, claims and resolve disputes resulted from project management processes development and implementation.
- Develop an effective project management information system for better performance and control (Dash board, KPI's)
- Understand the financial and economical dimensions in estimating, budgeting and control of scarce resources under high pressure economic conditions.

Who Should Attend?

This is an advanced Project Management course. Participants should be aware of the of Project Management fundamentals. Participants basic Project Management knowledge is crucial to gain the utmost benefit of this advanced course.

Course Outline

Day One:

- Course opening
- Overview about the course and its objectives
- Pre-assessment exam
- ☐ **Initiation Phase:**
 - Pre project Work
 - Needs Assessment
 - Business Case
 - Benefit Management Plan
 - NPV, IRR, Payback and ROI, Monte Carlo
 - Develop Project Charter
 - Identify Stakeholders (Stakeholder Register)
- ☐ **Planning Phase:**
 - Integration Management
 - Develop Project Management Plan
 - Scope Management
 - Collect Requirements
 - Define Scope
 - Create WBS

Day Two:

- Schedule Management
 - Develop Schedule (Define, Sequence, Durations)
- Quality Management
 - Quality Management Plan
- Risk Management
 - Risk Management Plan
 - Identify Risks
 - Qualitative and Quantitative
 - Risk Response Plan
- Stakeholders Management
 - Stakeholders Management Plan
- Procurement Management

- Plan Procurement
- Communication Management
 - Plan Communication
- Resource Management
 - Plan Resources

Day Three:

- Cost Management
 - Estimate Costs
 - Budget Costs

☐ Execution Phase:

- Integration Management
 - Direct and Manage Projects Work
 - Manage Project Knowledge
- Cost Management
 - Control Costs
- Quality Management
 - Manage Quality
- Risk Management
 - Implement Risk Response Plans
- Stakeholders Management
 - Stakeholders Engagement
- Procurement Management
 - Conduct Procurement
- Communication Management
 - Manage Communication
- Resource Management
 - Acquire Resources
 - Develop Team
 - Manage Team

Day Four:

☐ Monitoring and Controlling Phase:

- Scope Management
 - Validate Scope
- Schedule Management
 - Control Schedule
- Cost Management
 - Control Costs
- Quality Management
 - Quality Control
- Risk Management
 - Monitor Risks
- Stakeholders Management
 - Monitor Stakeholders Engagement
- Procurement Management
 - Control Procurement
 - Close Procurement

- Communication Management
 - Monitor Communication
- Resource Management
 - Control Resources

Day Five:

Closing Phase:

▪ **Close Project**

Contracts Administration

- Tracking Delays and Causes of Delays
- Contract Documents
 - Evaluation of claims related to project Scheduling and/or Additional Cost (Excusable, non-Excusable) for Extension of Time Contractor's and Employer's Delays
- Direct and Indirect damages
- Claims for Variations and changes in legislation.
- Employer, Contractor's, Engineer and Third-Party Claims
- Collecting Information.
- Prepare body of claim, review and develop claims.
- Limitation of Liability
- Consequential and indirect Damages
- Indemnity
- Exclusive Remedy

Open Discussion and best Practices workshop

- Course wrap up
- Post-assessment exam
- Course closure

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

- | | |
|---------------------|--------------------|
| • 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