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## **Planning, Organizing and Controlling Projects**

**Date:** 5 November 2017 - 9 November 2017

**Course ID:** 711/2017

**Duration:** 5 Days

**Fee US \$ + VAT:** 2950 US\$

**Venue:** Dubai / UAE

**Category:** Project Management, Construction Management, Contract, Tendering, Budgeting & Estimating

### **Introduction:**

As organizations continue to use and apply project management methodologies, there is an increased need to have a formal project management tools and techniques to be employed in order to increase the efficiency and the effectiveness of the organization and the project manager in managing the initiated projects within the organization.

This course will enable the attendees to align key tool and techniques to project management with their current project management skills and apply this techniques to their project.

### **Objectives:**

After completing this course the attendees will be able to:

1. Establish clear and realistic targets and objectives for projects and ensure completion is on time and within budget.
2. Create a true picture of progress achieved.
3. Understand how to implement earned value metrics to measure efficiency and effectiveness
4. Produce accurate, workable plans giving a detailed breakdown of costs, timescales, tasks and resources

### **Who should attend:**

Project manager, project team, functional managers, administration team, operation team, operation managers, individuals seeking to have the knowledge and information about how to plan, organize and control the project.

### **Daily Outlines:**

DAY 1:

1. Pre-exam assessment
2. Introduction and basic concepts project management
3. Overview of project life cycle and project management life cycle
4. Overview of project scope management.
5. The project manager and functional manager role.
6. The project manager as planning agent
7. Stakeholder management and engagement

DAY 2:

1. What is planning?
2. The planning cycle

3. Milestone Schedule
4. Work Breakdown Structure and its importance
5. Issues with WBS decomposition
6. Project Plan

DAY 3:

1. What is project Estimating?
2. Principles and main concepts
3. Prepare for estimating
4. Create project estimate
5. Manage the estimate
6. Estimating process improvement

DAY 4:

1. What is project control?
2. What is Earned Value management?
3. Working with Earned Value Management
4. What are project metrics?
5. Old and new views of metrics
6. Metrics types and categories
7. Selecting the project metrics

DAY 5:

1. What is Key Performance Indicator?
2. KPI characteristics
3. KPI Selection
4. KPI Measurements
5. Post-Exam Assessment

Training Method

- o Live group instruction
- o Use of real-world examples, case studies and exercises
- o Interactive participation and discussion
- o Power point presentation, LCD and flip chart
- o Self-test and group activities
- o Each participant receives a binder containing a copy of the presentation slides and handouts

Program Support:

This program is supported by interactive discussions, role play, case studies and to highlight the techniques available to the participants.