



The Complete Course in Project Management

09 - 13 Jun 2024
Cairo (Egypt)



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Ref.: 15215_272114 **Date:** 09 - 13 Jun 2024 **Location:** Cairo (Egypt) **Fees:** 3000 **Euro**

Introduction:

Project Management has gone beyond being merely a personal skill set. It is now considered a vital organizational competency. So whether you are charged with increasing your organization's total project management capability or you are playing a role in a project, you will find this course offering a complete guide for managing any type of project. The course is designed to help you master the science of project management and to provide you with a solid foundation for the art of project management and leadership.

Targeted Groups:

- Experienced Project Managers
- New Project Managers
- Project Team Members
- Project Sponsors
- PMO staff
- Employees who want to extend their experience to Project Management Area

Course Objectives:

At the end of this course the participants will be able to:

- Understand project selection decisions in a better way
- Improve the ability to plan, schedule and control a project
- Master inter-personal skills needed to effectively manage project teams
- Improve the ability to develop appropriate performance measures
- Gain A wider choice of project planning techniques
- Gain practical tips, advice, and insight from an experienced project manager
- Examine simple and advanced project planning techniques
- Improve understanding of incorporating risk in project planning
- Review best practice in project planning and control

Targeted Competencies:

- Planning theory and application
- Risk analysis & management
- Cost estimating
- Budgeting
- Performance management
- Project progress reporting

Course Content:

Unit 1: The World of Project Management:

- Project lifecycle model
- Classic and modern project constraints and parameters
- The concept of project management maturity
- Selecting projects to meet organizational goals
- Aggregating projects into programs and portfolios
- Establishing a project support office
- Considering and confronting uncertainty in project selection decisions
- Project data, information and knowledge management
- The art, science and practice of project management

Unit 2: Project Planning, Scheduling, and Budgeting:

- Project plan vs. Project planning
- Strategic, tactical and operational planning
- The contents of a project plan
- Level of detail in scheduling
- Network logic and dependency analysis
- Project uncertainty and risk management
- Introducing uncertainty in planning
- Fundamentals of budgeting & cost control
- Methods of budgeting
- Improving cost estimates
- Best practices of project planning, scheduling, and budgeting

Unit 3: Project Resourcing, Monitoring, and Control:

- Resource allocation
- Expediting a project
- Allocating scarce resources to projects
- The Critical Chain approach
- Designing the monitoring cycle
- Performance indicators and feedback mechanisms
- Earned value management
- Designing the change-control system
- Proactive management and plan updating

Unit 4: The Project Manager's Roles and Responsibilities:

- Selection of the Project Manager
- Project Team-building and empowerment
- Team management challenges
- Delegating with confidence
- Communication within the project team
- Project team leadership
- Multidisciplinary teams
- Conflict handling
- Best practices of people-based project management

Unit 5: Project Evaluation, Reporting, Closure, and Hand-over:

- Evaluation criteria
- Project auditing
- Project review meetings
- Analyzing project performance
- Progress reports and records
- Determinants of project success
- Successful project hand-over
- Lessons learned and creating a learning culture
- Best practices of project evaluation, reporting, and closure



**Registration form on the :
The Complete Course in Project Management**

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