An ISO 9001:2008 Certified Company

A PMI (Project Management Institute) Registered Programme

The Complete Course on Project Management

Project Management: The A to Z of Best Practices

11 - 15 May 2015	Istanbul
17 - 21 Aug 2015	London
23 - 27 Nov 2015	Kuala Lumpur
15 - 19 Feb 2016	Kuala Lumpur

15-Feb-2015

The Complete Course on Project Management

Project Management: The A to Z of Best Practices

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Why Choose this Course?

This intensive project management training course offers complete guidance for managing any or all types of projects and will provide you with a solid foundation for best practice project management. The course explores how to ensure projects deliver outcomes which are both client-focused and organizationally relevant.

This course covers key aspects of project definition, planning and control to ensure relevant quality within time, budget and resource constraints. It also tackles team leadership, stakeholder management, project communications and handover to operational use. As Project Management is considered a vital organisational competency – it will also examine the role of the Project Manager and/or the Project Team, who are charged with increasing the organisation's overall project management capability.

This course will feature:

- An introduction to the world of project management
- Project planning, scheduling and budgeting
- Project resourcing, monitoring and control
- The Project Manager's roles and responsibilities
- Project evaluation, reporting, closure and hand-over

What are the Goals?

By the end of this course, participants will be able to:

- Integrate projects within the context of the organisation
- Develop quality-focused project plans
- Monitor and control the delivery of projects
- Lead and develop effective project teams
- Maintain communication with project stakeholders

How will this be Presented?

This course will utilise a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. This includes small group discussions that will enable delegates to share their own experiences and discuss the course concepts.

Hands-on exercises and case studies will provide the opportunity to practice the use of the models, techniques and competencies covered. Personal assessment, reflection and action planning will ensure that delegates know how they will put the learning into practice.

Course Schedule:

Istanbul
11 - 15 May 2015

LONDON
17 - 21 Aug 2015

KUALA LUMPUR
23 - 27 Nov 2015
15 - 19 Feb 2016

Who is this Course for?

This course is designed for professionals either directly or indirectly involved in the delivery of projects. It is also for those charged with a more strategic role managing project portfolios.

This course is suitable for a wide range of project management professionals but will greatly benefit:

- Existing Project Managers
- New Project Managers
- Project Team Members
- Project Sponsors
- Managers of project portfolios

The Certificates

- AZTech Certificate of Attendance for delegates who attend and complete the course.
- The applicable PMI Professional Development Units/Contact Hours will be reflected in the Certificate of Attendance.

DAY 01
The World of Project Management

- What is a project?
- Mature project management
- Selecting projects to meet organizational goals
- Managing programmes and portfolios
- Uncertainty in project selection decisions
- Project data, information and knowledge management

DAY 02
Project Planning, Scheduling and Budgeting

- 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
- Fundamentals of budgeting and cost control

DAY 03
Project Resourcing, Monitoring and Control

- Resource allocation
- Expediting a project
- The Critical Chain approach
- Designing the monitoring cycle
- Performance indicators and control mechanisms
- Designing the change control system

DAY 04
The Project Manager's Roles and Responsibilities

- Selection of the Project Manager
- Project Team-building and empowerment
- Delegating with confidence
- Communication within the project team
- Project team leadership
- Conflict handling

DAY 05
Project Evaluation, Reporting, Closure and Hand-over

- Evaluation criteria and project auditing
- Analysing project performance
- Progress reports and records
- Determinants of project success
- Successful project hand-over
- Lessons learned and creating learning culture

Professional Recognition and Accreditation

PMI Registered Education Provider ® | Project Management Institute

AZTech as an R.E.P. has been approved by PMI to issue applicable Professional Development Units (PDUs) for its Project Management training courses. PMI allows credential holders to apply PDUs to the maintenance of their credentials where one contact hour of training is equivalent to one PDU.

The PMI Registered Education Provider logo is a registered mark of the Project Management Institute, Inc.

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Complete & send by fax/mail to address given below. Please use BLOCK CAPITALS.
- ❑ 11 - 15 May 2015, Istanbul
- ❑ 17 - 21 Aug 2015, London
- ❑ 23 - 27 Nov 2015, Kuala Lumpur
- ❑ 15 - 19 Feb 2016, Kuala Lumpur

REGISTRATION DETAILS

Family Name:

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First Name (Mr./Ms.):

....

Position:

....

Company:

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Mailing Address:

....

....

Telephone ....
Mobile ....
Fax ....
Email ....

AUTHORISATION

Authorised by:

....

Position:

....

Telephone ....
Fax ....
Email ....
Postal Address:

....

....

FEES

US$ 4,950/- per participant

This fee is inclusive of Documentation, Lunch and Refreshments

MODE OF PAYMENT

- ❑ Please invoice my company
- ❑ Please invoice me
- ❑ Please find enclosed a cheque payable to AZTECH

CERTIFICATION

AZTech Certificate of Attendance will only be awarded to those delegates who attend and complete the course.

The applicable PMI Professional Development Units/Contact Hours will be reflected in the Certificate of Attendance.

HOTEL ACCOMMODATION

Hotel accommodation is not included in the Registration Fee. A reduced corporate rate and a limited number of rooms are available for attendees wishing to stay at the hotel venue.

Please make your request for accommodation **at least 3 weeks** prior to the commencement of the program.

CANCELLATIONS & SUBSTITUTIONS

You must notify the Registrar of cancellations at least 2 weeks before a scheduled seminar in order to be eligible for a credit. If you cannot attend, you may send a replacement from your organisation at no charge. There is a $250 handling charge for all cancellations or rescheduling. We reserve the right to cancel a seminar due to low enrollment. All registrants will be notified in advance and a full refund will be provided upon request.

DISCLAIMER

Circumstances beyond the control of AZTech may necessitate postponement, change of venue or substitution of the Instructor. As such, AZTech reserves the right to implement such amendments.

4 WAYS TO REGISTER

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Email: **info@aztech.ae**
Website: **www.aztech.ae**

ABOUT AZTECH

TRAINING & CONSULTANCY

A leading international provider of training, seminars, and learning solutions. We offer Strategy, Management & Leadership Development Programs, Functional & Technical Seminars, Customised In-house Programs, and Business Consultancy for Performance Solutions.