



An ISO 9001:2008 Certified Company

This course is registered with the  
Project Management Institute (PMI)® R.E.P. Program\*


# Project Management Essentials

## Defining and Managing Project Success

### Definition, Planning & Delivery

14 - 18 Jun 2015    Dubai  
08 - 12 Nov 2015    Doha  
13 - 17 Dec 2015    Dubai





Project Management Essentials

# Defining and Managing Project Success

Definition, Planning & Delivery

This course is a Project Management Institute (PMI)<sup>®</sup> Registered Programme.

## Why Choose this Course?

This course is designed to present the basics of project management with a focus on understanding project management terms, project selection, planning, estimating, scheduling, and earned value management. If you are new to projects or been assigned to projects and need to understand how to manage the project, this is the course for you. This course will also cover the highlights of quality, risk and procurement. You will leave this course with a full understanding of what project management is and how to manage a successful project.

This course will feature:

- Review & understanding of common project management practices.
- Hands on experience with the project charter, scope statement, & earned value management.
- Appraisal of projects using project selection techniques, project chartering & gathering requirements
- Understand project management tools & procedures that can be implemented to improve or establish formal project management methodologies

## What are the Goals?

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

- Understand the fundamentals of project management - the ability to initiate, plan & execute basic controls for a project
- Understand the techniques of project planning and how to deliver one
- Understand how to define project success using key performance indicators & quality metrics
- Identifying risks and understanding the advantages of various types of contracts
- Understand how to control, manage and close a project to your customers satisfaction

## 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. The course is highly interactive and is designed with briefings and a central project scenario as the driver for all course learning. Students will complete several elements of project work through assigned roles. Several work products will be created including a Scope statement, WBS, Risk Register, activity list, network diagram and earned value report. There will be open discussion and real world examples with the emphasis on learning by doing.

## Course Schedule:

### DUBAI

14 - 18 Jun 2015

13 - 17 Dec 2015

### DOHA

08 - 12 Nov 2015

## Who is this Course for?

This course is suitable to a wide range of professionals but will greatly benefit:

- Those who are actually or potentially involved in projects
- Business professionals who currently work on projects or are occasionally assigned to work as project team members in any business work areas.
- Those who directly contribute to projects. It is ideal for candidates who are intending to start managing projects soon, need to learn project management skills quickly, or need to know how to effectively select and manage projects.

## The Certificates

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

# THE COURSE CONTENT

## DAY01

### Project Management Basics, History, Benefits and Components

- Understanding what project management is
- Defining project and product life cycles
- Understanding Best Practice Project Management
- How to Initiate a Project: - How to do it
- Managing the project selection process
- Writing SMART objectives and business cases

Practical Exercise: Creating SMART objectives

Project Exercise: Project Selection exercises

## DAY02

### Project Planning, Charters, Work Breakdown Structures and Scope Statements

- Developing the project documentation for senior management sign-offs,
- Defining the project management
- Understand how to collect requirements
- Defining the full project scope
- Creating and analysing the project with Work Breakdown Structures

Practical Exercise: Writing the Project Charter

Practical Exercise: Gathering Requirements

Practical Exercise: Creating the Work Breakdown Structure

Practical Exercise: Writing the Scope Statement

## DAY03

### Creating and Managing the Project Schedule and Budget

- Understanding what a realistic schedule is
- Defining and managing dependencies
- How to estimate project durations and costs
- Creating and optimizing the project schedule
- Presenting your schedule and resource constraints
- How to control the cost, schedule and resources

Practical Exercise: Network diagramming practice

Practical Exercise: Create, sequence activities and determine duration estimations

Practical Exercise: Complete analogous, parametric and three-point estimating

## DAY04

### Planning for Quality, HR, Communications, Risk and Procurement

- Defining and controlling project KPI's / Metrics
- Presenting and defining the project resource plan
- Developing a communication plan
- Managing Virtual Teams
- Understanding and reviewing project risk
- Managing the project contract against project constraints

Practical Exercise: Create quality project metrics

Practical Exercise: Conduct a project meeting

Practical Exercise: Risk Management project exercise

## DAY05

### Working, controlling and closing the project

- Using project software to track projects
- Dealing with project management problems
- Project case reviews and discussion
- Project Management leadership, communications and meetings best practices
- Closing the project including project administration, hand-offs, document updates, and lessons learned
- Lessons learned, why, when and what

Practical Exercise: Create end course lessons learned

## Professional Recognition and Accreditation



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 and PMI are registered marks of the Project Management Institute, Inc.

14 - 18 Jun 2015  13 - 17 Dec 2015

Dubai, United Arab Emirates

# Defining and Managing Project Success

Complete & send by fax/mail to address given below. Please use BLOCK CAPITALS.

14 - 18 Jun 2015, Dubai  08 - 12 Nov 2015, Doha

13 - 17 Dec 2015, Dubai

## REGISTRATION DETAILS

Family Name:

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First Name (Mr./Ms.):

.....

Position:

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Company:

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Mailing Address:

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Telephone

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Mobile

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Fax

.....

Email

.....

## AUTHORISATION

Authorised by:

.....

Position:

.....

Telephone

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Fax

.....

Email

.....

Postal Address:

.....

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## FEES

**US\$ 4,150/- Dubai participant**

**US\$ 4,950/- Doha 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 Completion 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 Completion.

## 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

Tel: **+971 4 427 5400**  
Fax: **+971 4 427 5401**  
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.**