ICTD

المركـز العالمـي للتدريـب والتطويـر
International Centre For Training & Development

PMP103
PM-BOK: Effective Project Management

Course Introduction:

This course introduces and explains the project management framework, definitions, concepts, process, and knowledge areas presented in PMI's "A Guide to the Project Management Body of Knowledge" (PMBOK). Participants are provided a comprehensive understanding of the PMBOK, including suggested reference materials to strengthen weaknesses.

Management By Projects – Learn how to develop and continuously use Project Work Breakdown Structures to develop and maintain a real time program portfolio system for prioritizing resource utilization across business critical programs.

Project Management Methodology – Learn a variety of project management methodologies and their potential impact on your organization structures, systems and procedures as they relate to increasing your competitiveness in the market place.

Project Risk Evaluation & Management – Learn how to identify the different types of Risk Factors and evaluate their impact utilizing a dynamic project model.

Project Resources Management – Learn how to design and utilize a corporate resource capacity management system.

Project Progress & Variance Analysis – Learn how to use Baseline for Project plans to trouble shoot projects and to conduct variance analysis and exception reporting formats for informative decision making processes.

Course Objectives:

Upon successful completion of this course, the delegates will be able to:
- ✓ The know how to apply different project planning methodologies depending on the Project Categories, Priorities, Resource Organizations.
- ✓ The know how to develop a dynamic project Model that will be used to continuously optimized your business / product application development process.
- ✓ The ability to involve the end user (costumer) in your project planning and management life cycle, to manage project priorities and control scope changes.
- ✓ The knowledge of how to structure the project data at the planning stage, to communicate effectively critical information at the right level of detail.

Who Should Attend?

This course is intended for

- Project Leaders
- Team Leaders
- Project Managers
- Line of Business Manager, who are responsible for the planning, control and delivery of projects.

Course Outline:

Day 1:

General Concepts of Project Management

- Project Management Framework
  - Introduction to Project Management
  - What is Project Management?
    - o The Triple Constraint
  - Project Life Cycle and Organization
  - Project Context and Processes
    - o Process Categories
  - Professional Responsibility
    - o Confidentiality and competence
    - o Code of ethics

Day 2:

The Standard for Project Management of a Project

- Project Management Processes of a Project
- Initiating a Project
- Assess Project Attractiveness
- Define Preliminary Scope, Cost and Schedule
- Identify Risks, Assumptions, Constraints
- Perform Stakeholder Analysis
- Document Project Charter
- Obtain project Charter Approval

The Project Management Knowledge Area

- Project Integration Management
- Project Scope Management
- Project Time Management

- Project Cost Management
- Project Quality Management
- Project HR Management
- Project Communication Management
- Project Risk Management
- Project Procurement Management
- Planning a Project
    - Identify Requirements, Constraints, Assumptions
    - Create the WBS
    - Identify Outsource and COTS Solutions
    - Define Scope, Cost and Schedule
    - Identify Project Team
    - Identify Communication Structures
    - Identify Risks and Define Risk Strategies
    - Obtain Plan Approval

Day 3:

Executing a Project

- Acquire and Develop Project Team
- Develop and Manage Requirements
- Develop Architecture
- Develop and Implement Designs
- Perform Testing
- Perform Quality Assurance
- Perform Configuration Management
- Select and Manage Supplier
- Distribute Information

Monitoring and Controlling a Project

- Monitor and Control Project Execution
- Manage Project Team
- Manage Suppliers
- Verify and Manage Changes to the Project
- Monitor and Control Risks
- Measured and Report Project Performance
- Manage Stakeholders

Day 4:

Closing a Project

- Obtain Closing Acceptance for the Project
- Release the product and Monitor Implementation
- Obtain Financial, Legal, and Administrative Closure
- Identify, Document and Communicate Lessons Learned
- Release Project Resources
- Create and Distribute Final Project Report
- Measure Customer Satisfaction

Day 5:

PMP Prep

- Professional Responsibility
- How to Prepare for PMP Exam

Course Certificate:

International Center for Training & Development (**ICTD**) will award an internationally recognized certificate(s) for each delegate on completion of training.

Course Methodology:

A variety of methodologies will be used during the course that includes:

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionaires
- Group Work
- Discussion
- Presentation

Course Fees:

To be advised as per course location. This rate includes participant's manual, and-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Timings:

Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session