

COURSE OVERVIEW PM0010-4D
Basic Project Management

(Aligned with PMI Certification Training Requirement)

Course Title

Basic Project Management *(Aligned with PMI Certification Training Requirement)*

Course Date/Venue

February 12-15, 2024/Boardroom 2, Southern Sun Abu Dhabi Hotel, Abu Dhabi, UAE

Course Reference

PM0010-4D

Course Duration/Credits

Four days/2.4 CEUs/24 PDHs



Course Description



This practical and highly-interactive course includes various practical sessions and exercises. Theory learnt will be applied using our state-of-the-art simulators.



Project management has evolved from a management philosophy restricted to a few functional areas and regarded as something nice to have to an enterprise project management system affecting every functional unit of the company. More and more companies are now regarding project management as being mandatory for the survival of the firm. Almost all of today's executives are in agreement that the solution to the majority of corporate problems involves obtaining better control and use of existing corporate resources, looking internally rather than externally for the solution. As part of the attempt to achieve an internal solution, executives are taking a hard look at the ways corporate activities are managed.



Project management is one of the techniques under consideration. The project management approach is relatively modern. It is characterized by methods of restructuring management and adapting special management techniques, with the purpose of obtaining better control and use of existing resources.

Project management is a simple, logical and easy to use management style and has been recognized as the most appropriate form of management for the new generation of managers. As the use of projects becomes more pervasive, so more managers are entering the field of project management. Their success will be helped by their ability to develop a fully integrated information and control system to plan, instruct, monitor and control large amounts of data, quickly and accurately to facilitate the problem-solving and decision-making process.

Successful project management is about getting the job done on time, within budget and to the client's required specifications. This course will systematically cover the main activities performed by a project manager from inception to completion as well as the techniques required during the project life cycle to achieve these objectives.

The course will outline the latest planning and control techniques used by industry, commerce, sport and domestic projects, and particularly those used by the project planning software and referred to in the Project Management Institute's (PMI) project management body of knowledge (PMBOK), and the Association of Project Manager's (APM) body of knowledge (bok).

This course is designed to take you step-to-step through the latest planning and control techniques, particularly those used by the Project Management Software and the Project Management Body of Knowledge (both APM's bok and PMI's PMBOK). The course is in line with the PMI knowledge requirements and with the relevant experience will enable the participant to apply to the PMI for acceptance to their examination for the PMI-PMP registration .(Details of the full PMI requirements are available on the PMI web-page, www.pmi.org)

The course is carefully developed to reflect the best practices that also match the training requirements of distinguished professional organizations such as the Project Management Institute (**PMI**) and **FIDIC**. The Professional Development Units/Hours (**PDUs**) or Continuing Education Units (**CEUs**) awarded to our participants are recognized by the Project Management Institute (**PMI**) and by the International Association for Continuing Education & Training (**IACET-USA**).

The recognition and acceptance of our PDUs/CEUs fall under Categories E, F and G of PMI's "Professional Education" section at the PMP Application. Hence, what the delegates simply need to do is to complete this section as part of the PMP Application and submit it to PMI upon the receipt of Haward's certificates and ANSI/IACET's CEUs. PMI will automatically accept the delegates with 24 Contract Honors as a fulfillment of the required Professional Education.

Haward Technology, being the first **Authorized Provider** of the International Association for Continuing Education & Training (**IACET-USA**) in the Middle East, is authorized to award ANSI/IACET **CEUs** that are automatically accepted and recognized by the Project Management Institute (**PMI**).

Course Objectives

All types of management can benefit through the use of the principles of time and cost control as advocated in the Project Management Body of Knowledge (PMBOK) of the PMI. Sound principles and Tools make the control of ones resources practical and efficient. Upon the successful completion of this course, each participant will be able to:-

- Apply professional tools and techniques in project management
- Differentiate project objectives and prepare Work Breakdown Structure (WBS)
- Carryout different project networks such as CPM and PERT and perform network calculations
- Identify project bar chart and carry out resource analysis and committed money
- Discuss project schedules and baseline plan
- Evaluate the outline project organization and recognize project administration
- Apply proper techniques in project control which include feedback, time and cost control methodologies
- Manage the scope of the project and engineering change proposals
- Identify contracts and project terms and conditions
- Exercise quality standards that need to be met at all times, in order to contribute to the company's commitment to customer satisfaction.

Exclusive Smart Training Kit - H-STK®



Participants of this course will receive the exclusive “Howard Smart Training Kit” (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes **electronic version** of the course, sample video clips of the instructor’s actual lectures & practical sessions during the course materials conveniently saved in a **Tablet PC**.

Who Should Attend

This course provides an overview of all significant aspects and considerations of project management aligned with PMI certification training requirement for those in charge of projects such as managers, engineers and other technical staff.

Exam Eligibility & Structure

Exam candidates shall have the following minimum prerequisites:


Educational Background	Project Management Experience	Project Risk Management Education
Secondary diploma (high school diploma, associate’s degree or global equivalent)	At least 4,500 hours spent in the specialized area of professional project risk management within the last five consecutive years	40 contact hours of formal education in the specialized area of project risk management
OR		
Four-year degree (bachelor’s degree or global equivalent)	At least 3,000 hours spent in the specialized area of professional project risk management within the last five consecutive years	30 contact hours of formal education in the specialized area of project risk management

Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.

Certificate Accreditations

Certificates are accredited by the following international accreditation organizations: -


- 

The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units (CEUs)** in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **2.4 CEUs** (Continuing Education Units) or **24 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

- 

British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council for Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



Dr. Joe Nel, PEng, PhD, MSc, MBA, BSc, PMI-PMP, is **Senior Project Management Consultant** with over **20 years** of experience within the **Oil, Gas** and **Petrochemical** industries. His expertise includes **Project Management, Project Risk Management, Risk Identification Tools & Techniques, Project Life Cycle, Project Stakeholder & Governance, Project Management Processes, Project Governance & Stage Management, Project Management Methodology, Project Integration Management, Project**

Management Plan, Project Work Monitoring & Control, Project Scope Management, Project Time Management, Project Cost Management, Project Quality Management, Value Engineering, Quality Assurance, Project Human Resource Management, Project Communications Management, Contract Management, Logistics & Supply Chain Management, Materials Management, Asset Management, Procurement & Purchasing Management, Quality Management System (QMS), Business Management, Time Management, Performance Management, Construction Management, Negotiation & Presentation Skills, Supervisory & Management Skills, Purchasing, Warehousing, Coaching & Mentoring and Strategic Decision Making. Further, his experience includes resource management, systems development, financial analysis & forecast, risk identification & analysis and material appraisal. He is currently the **Senior Consultant** wherein he is responsible of the project management systems and processes.

During Dr. Nel's career life, he has shared his knowledge and practical expertise through numerous trainings worldwide and as a **Professor, Lecturer & Facilitator** of various **universities**. He has shown his expertise in challenging positions such as the **Project Manager, Senior Consultant, Senior Trainer, Office Manager, General Production Manager, Junior Design Engineer** and **Site Engineer**.

Dr. Nel is a **Registered Professional Engineer** by **ECSA**, has **PhD** in **Industrial Engineering**, **Master's** degrees in **Civil Engineering** and **Business Administration (MBA)** and a **Bachelor's** degree in **Civil Engineering** from the **University of Stellenbosch**. Further, he is an active **member** of the South African Institute of Civil Engineers (**SAICE**), the Institute of Municipal Engineers South Africa (**IMESA**) and the Project Management South Africa (**PMSA**). Moreover, he is a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management (ILM)** a **Certified Instructor/Lecturer, Project Management Professional** and has certifications in **PRINCE2 Foundations** and **Construction Management Program**. He has delivered numerous trainings, workshops, seminars, courses and conferences internationally.

Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

- 30% Lectures
- 20% Practical Workshops & Work Presentations
- 30% Hands-on Practical Exercises & Case Studies
- 20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

Course Fee

US\$ 4,500 per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1: Monday, 12th of February 2024

0730 – 0800	Registration & Coffee
0800 – 0815	Welcome & Introduction
0815 – 0830	PRE-TEST
0830 – 0930	Module 1 - Introduction Administration • Introduction to Project Management, PMI, PMP • Purpose & Use of Project Management (PLOC)
0930 – 0945	Break
0945 - 1030	Module 2 - Project Objective & WBS Planning: Defining your Project • Work Breakdown Structure (WBS)
1030 – 1130	Module 3 - Project Activities Activity Lists & Costs • Exercises
1230 – 1245	Break
1245 – 1420	Module 4 - Project Networks (CPM, PERT) Activities/logic • Networks & Calculations • Exercises & Examples
1420 – 1430	Recap
1430	Lunch & End of Day One

Day 2: Tuesday, 13th of February 2024

0730 – 0830	Review Home Work for Day One
0830 – 0930	Module 5 - Schedules, Committed Cash Flow & Resources Exercises & Examples
0930 – 0945	Break
0945 – 1100	Module 6 - Projected Cash Flow & Baseline Plan Projected Cash Flow • Base Line Plan • Exercises
1100 – 1230	Module 7 - Review of Work Base-line Plan

1230 – 1245	Break
1245 – 1420	Module 8 - Project Organization Organising: Resources, Materials, Feedback, Forms, Administration, Meetings, Contracts, Tenders
1420 – 1430	Recap
1430	Lunch & End of Day Two

Day 3: Wednesday, 14th of February 2024

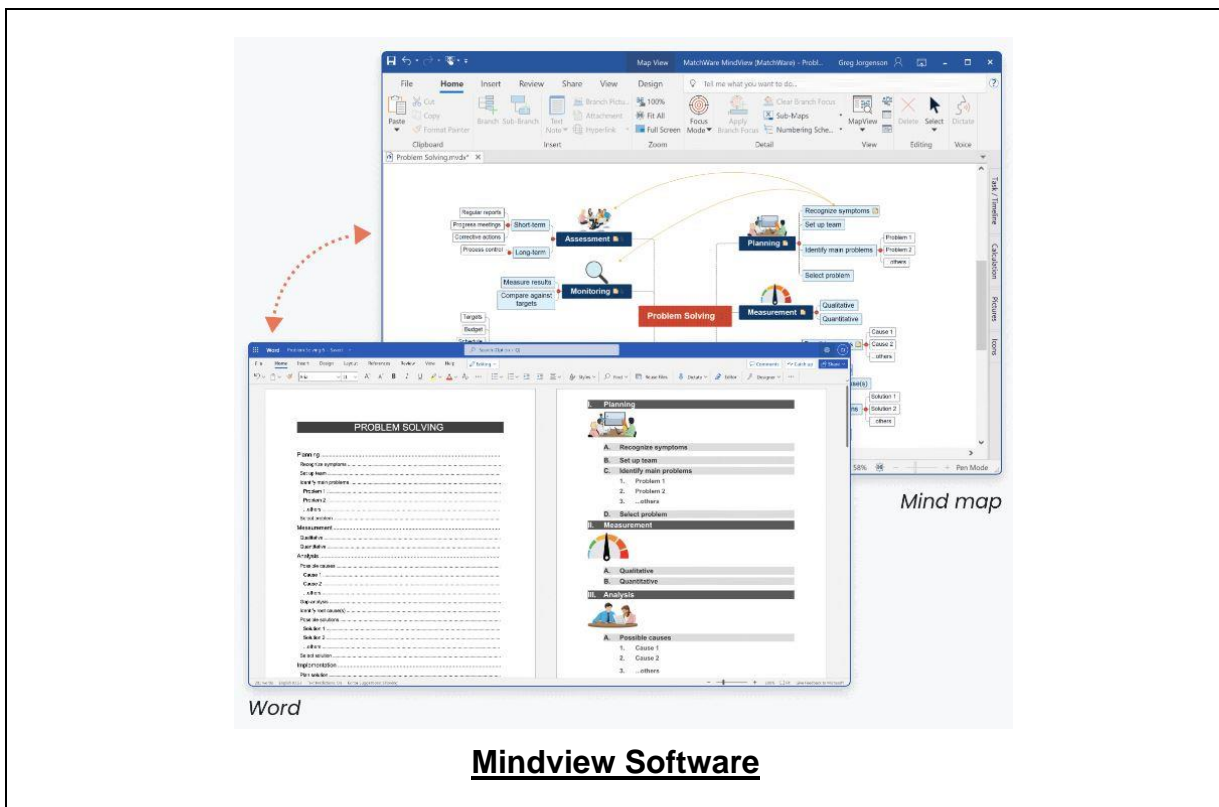
0730 – 0830	Review Home Work for Day Two
0830 – 0930	Module 9- Project Administration Exercises
0930 – 0945	Break
0945 – 1100	Module 10 - Practical Control Actions Feedback • Time • Cost Control Methodologies • Examples & Exercises • Examples & Exercises
1100 – 1230	Module 11 – Project Scope Management Control: Scope & Engineering Change Proposals
1230 – 1245	Break
1245 – 1420	Module 12 - Project Charter Control: Scope & Engineering Change Proposals
1420 – 1430	Recap
1430	Lunch & End of Day Three

Day 4: Thursday, 15th of February 2024

0730 – 0830	Review Home Work for Day Three
0830 – 0930	Module 13 - Advanced Study Topics Issues: Trade-Offs, Feasibility, Selecting Projects, Costs, Acceleration, Case Studies, Risk, Quality, Acceleration, Resource Levelling
0930 – 0945	Break
0945 – 1100	Module 14 - GROUP PROJECT (cont'd) Project Design Case for Group (cont'd)
1100 – 1200	Module 14 - GROUP PROJECT (cont'd) Project Presentation PMI-PMP
1200 – 1215	Break
1215 – 1345	Module 14 - GROUP PROJECT (cont'd) Project Presentation PMI-PMP (cont'd)
1345 – 1400	Course Conclusion
1400 – 1415	POST-TEST
1415 – 1430	Presentation of Course Certificates
1430	Lunch & End of Course

Simulator (Hands-on Practical Sessions)

Practical sessions will be organized during the course for delegates to practice the theory learnt. Delegates will be provided with an opportunity to carryout various exercises using our state-of-the-art “MS Project” and “Mindview Software”.



Course Coordinator

Kamel Ghanem, Tel: +971 2 30 91 714, Email: kamel@haward.org