

**COURSE OVERVIEW PM0010**  
**Certified Basic Project Management**

**Course Title**

Certified Basic Project Management

**Course Date/Venue**

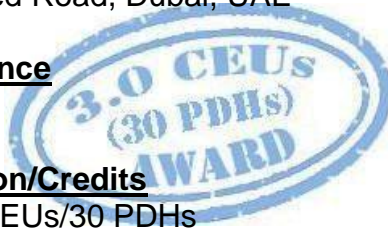
Session 1: September 08-12, 2024/Boardroom 1,  
 Elite Byblos Hotel Al Barsha, Sheikh  
 Zayed Road, Dubai, UAE

Session 2: December 01-05, 2024/Boardroom 1,  
 Elite Byblos Hotel Al Barsha, Sheikh  
 Zayed Road, Dubai, UAE



**Course Reference**

PM0010



**Course Duration/Credits**

Five days/3.0 CEUs/30 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](http://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 30 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 one's 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 "Haward Smart Training Kit" (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes **electronic version** of the course materials, sample video clips of the instructor's actual lectures & practical sessions during the course 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.

## 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.

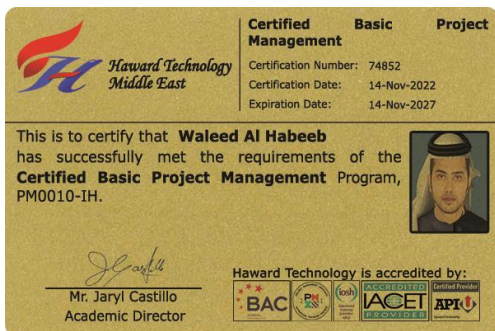
**Course Certificate(s)**

- (1) Internationally recognized Competency Certificates and Plastic Wallet Cards will be issued to participants who completed a minimum of 80% of the total tuition hours and successfully passed the exam at the end of the course. Certificates are valid for 5 years.

**Recertification is FOC for a Lifetime.**

**Sample of Certificates**

The following are samples of the certificates that will be awarded to course participants:-



- (2) Official Transcript of Records will be provided to the successful delegates with the equivalent number of ANSI/IACET accredited Continuing Education Units (CEUs) earned during the course.

\* Haward Technology \* CEUs \* Haward Technology \* CEUs \* Haward Technology \* CEUs \* Haward Technology \*



**Haward Technology Middle East**  
Continuing Professional Development (HTME-CPD)

**CEUs**

**CEU Official Transcript of Records**

**TOR Issuance Date:** 14-Nov-22  
**HTME No.** 74852  
**Participant Name:** Waleed Al Habeeb

Program Ref.	Program Title	Program Date	No. of Contact Hours	CEU's
PM0010-IH	Certified Basic Project Management	November 10-14, 2022	32.5	3.25

**Total No. of CEU's Earned as of TOR Issuance Date** **3.25**

**TRUE COPY**



**Jaryl Castillo**  
Academic Director

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




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\* Haward Technology \* CEUs \* Haward Technology \* CEUs \* Haward Technology \* CEUs \* Haward Technology \*

## 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 **3.0 CEUs** (Continuing Education Units) or **30 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.

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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.

## Course Fee

**US\$ 5,500** per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

## 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:

**Session 1: September 08-12, 2024**



**(1) Dr. Chris Le Roux, PhD, MSc, BSc, PMI-PMP, PMI-CAPM** is a **Senior Project & Management Consultant** with over **45 years** of teaching, training and industrial experience. His expertise lies extensively in the areas of **Project & Contracts Management Skills, Project & Construction Management, Project Planning, Scheduling & Control, Project Management, Project Delivery & Governance Framework, Project Management Practices, Project Management Disciplines, Project Risk Management, Risk Identification Tools & Techniques, Project Life Cycle, Project Stakeholder & Governance, Project Management Processes, Project Integration Management, Project Management Plan, Project Work Monitoring & Control, Project**

**Scope Management, Project Time Management, Project Cost Management, Project Quality Management, Quality Assurance, Project Human Resource Management, Project Communications Management, Contract Management, Tender Development, Contract Standards & Laws, Dispute Resolution & Risk Identification, Myers-Briggs Type Indicator (MBTI), Organization Development Consultation, Advanced Debriefing of Emotional Trauma, Interpersonal Motivation, Model Based Interviewing, Leadership Orientation Programme, Coaching & Motivation, Creative Thinking & Problem-Solving Techniques, Emotional Intelligence, Presentation Skills, Communication & Interpersonal Skills, Effective Communication & Influencing Skills, Effective Business Writing Skills, Writing Business Documents, Business Writing (Memo & Report Writing), Leadership & Team Building, Psychology of Leadership, Interpersonal Skills & Teamwork, Coaching & Mentoring, Innovation & Creativity, Office Management & Administration Skills, Controlling Your Time & Managing Stress, Crisis Management, Strategic Human Resources Management, Change Management, Negotiation Skills, Strategic Planning, Risk Analysis & Risk Management, Global Diverse & Virtual Teams Operation, Exceeding Customer Expectations, Corporate Governance Best Practice, Business Performance Management & Improvement, Building Environment of Trust & Commitment, Win-Win Negotiation Strategies, Quality Improvement & Resource Optimization, Neuro Linguistic Programming (NLP), Personal Resilience Developing, Effective Role Modelling & Development, Managing Dynamic Work Environments, Organizational Development, Career Management, Situation & Behaviour Analysis, Interpersonal Motivation Skills, Inventory Management and Financial Administration.**

Further, he is also well-versed in Water Supply System Security, Vulnerability & Terrorism, Integrated Security Systems, Incident Threat Characterization & Analysis, Physical Security Systems, Security Crisis, Security Emergency Plan, Command & Control System, Preventive Actions and Situation Analysis. He was the **Psychologist & Project Manager** wherein he was responsible in the project management and private psychology practices.

During his career life, Dr. Le Roux has gained his academic and field experience through his various significant positions and dedication as the **Director, Medico Legal Assessor Psychologist, Training & Development General Manager, Project Manager, Account Manager, Commercial Sales Manager, Manager, Sales Engineer, Project Specialist, Psychology Practitioner, Senior HR Consultant, Senior Lecturer, Senior Consultant/Trainer, Business Consultant, Assistant Chief Education Specialist, ASI Coordinator, Part-time Lecturer/Trainer, PMP & Scrum Trainer, Assessor & Moderator, Team Leader, Departmental Head, Technical Instructor/Qualifying Technician, Apprentice Electrician: Signals and Part-Time Electrician** from various companies and universities such as the South African Railway (SAR), Department of Education & Culture, **ESKOM**, Logistic Technologies (Pty. Ltd), Human Development: Consulting Psychologies (HDCP) & IFS, Mincon, Eagle Support Africa, Sprout Consulting, UKZN, Grey Campus, Classis Seminars, CBM Training, just to name a few.

Dr. Le Roux has a **PhD in Commerce Major in Leadership in Performance & Change**, a **Master's degree in Human Resource Management**, a **Bachelor's degree (with Honours) in Industrial Psychology**, a National Higher Diploma and a National Technical Diploma in **Electrical & Mechanical Engineering**. Further, he is a **Certified Project Management Professional (PMI-PMP)**, a **Certified Associate in Project Management (PMI-CAPM)**, a **Certified Scrum Master Trainer** by the VMEdu, a **Certified Instructor/Trainer** and a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management (ILM)**. Moreover, he is a **Registered Industrial Psychologist** by the Health Professions Council of South Africa (HPCSA), a **Registered Educator** by the South African Council for Educators (SACE) and a **Registered Facilitator, Assessor & Moderator** with Education, Training and Development Practices (ETDP) SETA. He has further delivered numerous trainings, courses, seminars, conferences and workshops globally.

AND,

**Session 2: December 01-05, 2024**



(2) **Mr. Manuel Dalas, MSc, BSc, PMI-PMP**, is a **Senior Project & Management Consultant** with over **20 years** of industrial experience in **Oil, Gas, Refinery, Petrochemical, Power and Nuclear** industries. His wide expertise includes **Project Management, Project Management Professional (PMP), Project Risk Management Concepts, Project Management Framework, Integration Management, Scope Management, Time Management, Human Resource Management, Communications Management, Balanced Scorecard, Change Management, Contract Management, Procurement & Purchasing Management, Strategic & Planning Management, Root Cause Analysis, Quality Assurance Management, Claim & Counterclaim Management, Budgeting, Project Scheduling and Risk Management**. Further, he is also well-versed in **Petroleum Economics, Maintenance Planning & Scheduling, Maintenance & Reliability Management, Process Piping, Vibration Monitoring, Safety Relief Valve, Hydraulic, Heat Exchanger, Process Plant Start-Up, Commissioning & Troubleshooting, Process Plant Performance & Efficiency, Process Plant Optimization, Revamping & Debottlenecking, Hydrogen Sulfide and Flare Systems**. Currently, he is the **Technical Consultant** of the **Association of Local Authorities of Greater Thessaloniki** where he is in charge of the mechanical engineering services for piping, pressure vessels fabrications and ironwork.

During his career life, Mr. Dalas has gained his practical and field experience through his various significant positions and dedication as the **Technical Manager, Project Engineer, Safety Engineer, Deputy Officer, Instructor, Construction Manager, Construction Engineer, Consultant Engineer and Mechanical Engineer** for numerous multi-billion companies including the **Biological Recycling Unit** and the **Department of Supplies of Greece, Alpha Bank Group, EMKE S.A, ASTE LLC** and **Polytechnic College of Evosmos**.

Mr. Dalas has a **Master** degree in **Energy System** from the **International Hellenic University, School of Science & Technology** and a **Bachelor** degree in **Mechanical Engineering** from the **Mechanical Engineering Technical University of Greece** along with a **Diploma in Management & Production Engineering** from **Technical University of Crete**. Further, he is a **Certified Instructor/Trainer, Certified Internal Verifier/Trainer/Assessor** by the **Institute of Leadership & Management (ILM)** and a **Certified Project Manager Professional (PMI-PMP)**, and also a **Certified Energy Auditor for Buildings, Heating & Climate Systems** and a **Member** of the **Hellenic Valuation Institute** and the **Association of Greek Valuers** and he is a **Licensed Expert Valuer Consultant** of the **Ministry of Development and Competitiveness**.



### 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**

0730 – 0800	Registration & Coffee
0800 – 0815	Welcome & Introduction
0815 – 0830	<b>PRE-TEST</b>
0830 – 0930	<b>Module 1 - Introduction</b> Administration • Introduction to Project Management, PMI, PMP • Purpose & Use of Project Management (PLOC)
0930 – 0945	Break
0945 – 1030	<b>Module 2 - Project Objective &amp; WBS</b> Planning: Defining your Project • Work Breakdown Structure (WBS)
1030 – 1230	<b>Module 3 - Project Activities</b> Activity Lists & Costs
1230 – 1245	Break
1245 – 1420	<b>Module 3 - Project Activities (cont'd)</b> Exercises
1420 – 1430	<b>Recap</b>
1430	Lunch & End of Day One

#### **Day 2**

0730 – 0830	Review Home Work for Day One
0830 – 0930	<b>Module 4 - Project Networks (CPM, PERT)</b> Activities/logic • Networks & Calculations
0930 – 0945	Break
0945 – 1100	<b>Module 4 - Project Networks (CPM, PERT) (cont'd)</b> Exercises & Examples
1100 – 1230	<b>Module 5 - Schedules, Committed Cash Flow &amp; Resources</b> Exercises & Examples
1230 – 1245	Break
1245 – 1420	<b>Module 6 - Projected Cash Flow &amp; Baseline Plan</b> Projected Cash Flow • Base Line Plan • Exercises
1420 – 1430	<b>Recap</b>
1430	Lunch & End of Day Two

#### **Day 3**

0730 – 0830	Review Home Work for Day Two
0830 – 0930	<b>Module 7 - Review of Work</b> Base-line Plan
0930 – 0945	Break
0945 – 1100	<b>Module 8 - Project Organization</b> Organising: Resources, Materials, Feedback, Forms, Administration, Meetings, Contracts, Tenders
1100 – 1230	<b>Module 9- Project Administration</b> Exercises
1230 – 1245	Break
1245 – 1420	<b>Module 10 - Practical Control Actions</b> Feedback • Time • Cost Control Methodologies
1420 – 1430	Recap
1430	Lunch & End of Day Three

**Day 4**

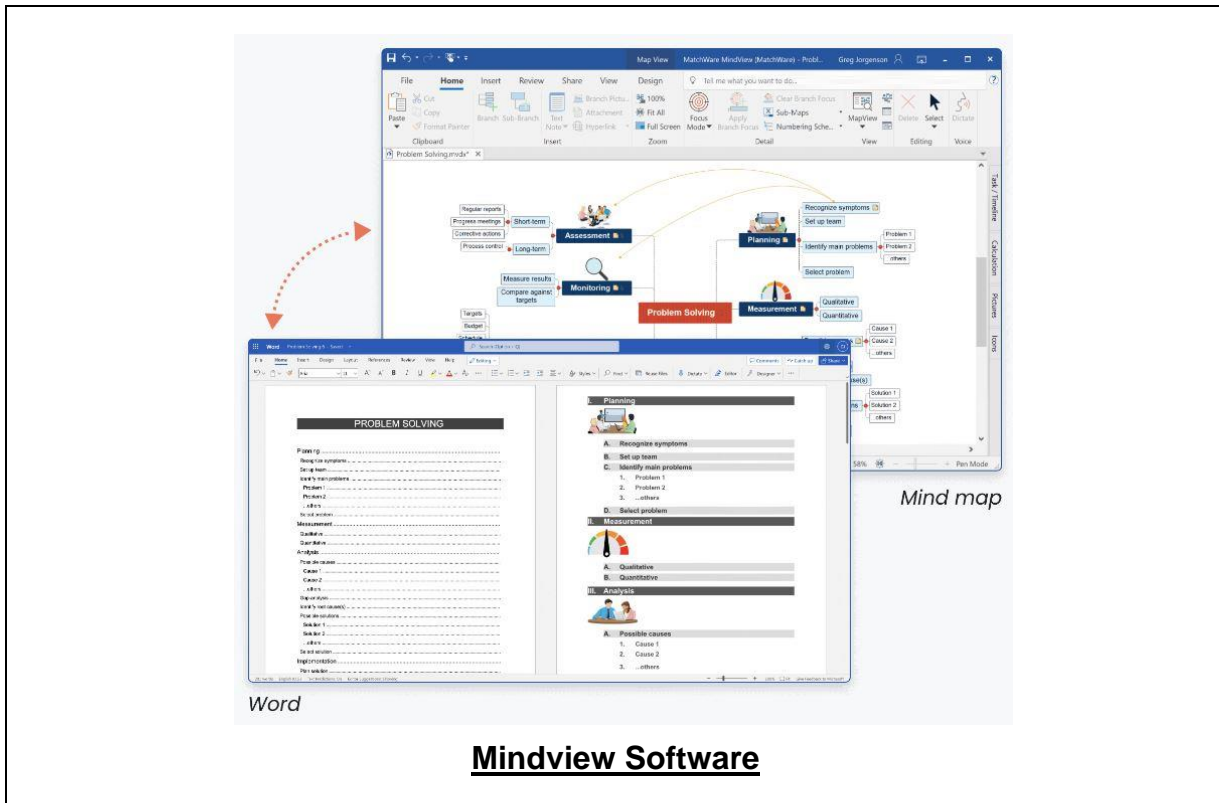
0730 – 0830	Review Home Work for Day Three
0830 – 0930	<b>Module 10 - Practical Control Actions (cont'd)</b> Examples & Exercises
0930 – 0945	Break
0945 – 1100	<b>Module 11 - Project Scope Management</b> Control: Scope & Engineering Change Proposals
1100 – 1230	<b>Module 12 - Project Charter</b> Control: Scope & Engineering Change Proposals
1230 – 1245	Break
1245 – 1420	<b>Module 13 - Advanced Study Topics</b> Issues: Trade-Offs, Feasibility, Selecting Projects, Costs, Acceleration, Case Studies, Risk, Quality, Acceleration, Resource Levelling
1420 – 1430	Recap
1430	Lunch & End of Day Three

**Day 5**

0730 – 0830	Review Home Work for Day Four
0830 – 0930	<b>Module 14 - GROUP PROJECT</b> Project Design Case for Group
0930 – 0945	Break
0945 – 1100	<b>Module 14 - GROUP PROJECT (cont'd)</b> Project Design Case for Group (cont'd)
1100 – 1200	<b>Module 14 - GROUP PROJECT (cont'd)</b> Project Presentation PMI-PMP
1200 – 1215	Break
1215 – 1300	<b>Module 14 - GROUP PROJECT (cont'd)</b> Project Presentation PMI-PMP (cont'd)
1300 - 1315	<b>Course Conclusion</b>
1315 – 1415	<b>COMPETENCY EXAM</b>
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**

Mari Nakintu, Tel: +971 2 30 91 714, Email: [mari1@haward.org](mailto:mari1@haward.org)