



Consulting and Training | Reach New Heights

Course Name

Project Management Fundamentals

Sector Name

Project & Contract Management

Document Type

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Project Management Fundamentals

Course Introduction

This training course is designed to provide participants with the fundamentals of project management: how to initiate, plan, and execute a project that meets objectives and satisfies stakeholders. Aligned with the Project Management Institute (PMI)® A Guide to the Project Management Body of Knowledge, (PMBOK® Guide), Fifth Edition, 2013, this course provides a step-by-step guide to planning and executing a project.

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Project Management Fundamentals

Target Audience

- ✓ Project coordinators and project support staff
- ✓ Team leaders and supervisors responsible for projects
- ✓ Functional managers involved in project planning and execution
- ✓ Engineers, IT professionals, and technical specialists managing projects
- ✓ Business analysts and operations professionals
- ✓ PMO (Project Management Office) staff

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Learning Objectives

- ✓ Gain a comprehensive understanding and master the fundamental concepts, skills and techniques of Project Management.
- ✓ Link project goals and objectives to clear, compelling stakeholder needs
- ✓ Describe the roles and responsibilities of project managers across the project lifecycle
- ✓ Define and develop the foundations of a project plan, including the project requirements document (PRD)
- ✓ Work breakdown structure (WBS), budget, schedule and other resources
- ✓ Set realistic and measurable objectives and ensure positive results
- ✓ Manage and control the project against the baseline
- ✓ Establish a dependable project control and monitoring system
- ✓ Close out a project effectively

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Project Management Fundamentals

Course Outline

✓ DAY ONE

Planning projects

- ✓ Projects versus operations
- ✓ Project management definitions
- ✓ Managing project constraints
- ✓ Applications of project management
- ✓ Potential benefits of project management
- ✓ Definition of project life cycle
- ✓ Roles and responsibilities of project managers across the project lifecycle
- ✓ Project charter
- ✓ Project scope statement
- ✓ Project specifications
- ✓ Work breakdown structure
- ✓ Project decomposition

Scheduling projects

- ✓ Linking activities and WBS sequencing
- ✓ Predecessors sequencing techniques
- ✓ Program evaluation and review technique (PERT)
- ✓ Critical Path Method (CPM)
- ✓ Forward and backward scheduling
- ✓ Gantt chart
- ✓ Milestone chart
- ✓ Slack management

- ✓ Schedule compression techniques
- ✓ Myths and realities of schedule compression
- ✓ Resource planning
- ✓ Resource leveling

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Course Outline

✓ DAY TWO

Selecting projects using capital budgeting techniques

- ✓ Definition of capital budgeting
- ✓ Accounting Rate of Return (ARR)
- ✓ Payback Period (PP)
- ✓ Net Present Value (NPV)
- ✓ Internal Rate of Return (IRR)

Organizing and controlling projects

- ✓ Project organization and project control
- ✓ Mastering earned value management
- ✓ Schedule and budget variances
- ✓ Schedule and cost performance indexes
- ✓ Earned value management benefits
- ✓ Project management reporting
- ✓ Auditing a project
- ✓ The role of software in project management

Project Management Fundamentals

Course Outline

✓ DAY THREE

Executing, Monitoring, and Controlling

- ✓ Team-building principles and priorities
- ✓ Status and performance reporting
- ✓ Management by exception
- ✓ Keeping stakeholders informed and involved
- ✓ Steering performance back to the baseline
- ✓ Integrated change controls

Managing project stakeholders

- ✓ Identifying stakeholders
- ✓ Types of stakeholders
- ✓ Managing stakeholder engagement
- ✓ Project manager skills
- ✓ Project negotiation

Project Close Out

- ✓ Transitioning the product or service
- ✓ Capturing lessons learned for the organization
- ✓ Final report to stakeholders

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Oct. 11, 2027	Oct. 13, 2027	3 days	3950.00 \$	Italy , Rome
March 28, 2027	March 30, 2027	3 days	3250.00 \$	Bahrain , Manama
June 1, 2027	June 3, 2027	3 days	3250.00 \$	UAE , Dubai
Aug. 15, 2027	Aug. 17, 2027	3 days	3250.00 \$	KSA , Riyadh

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