



Consulting and Training | Reach New Heights

Course Name

The Basics of Project Management

Sector Name

Project & Contract Management

Document Type

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The Basics of Project Management

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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The Basics of Project Management

Target Audience

- ✓ Project Manager
- ✓ Business Administrator
- ✓ Marketing Coordinator
- ✓ Account Executive
- ✓ Chief Operating Officer
- ✓ Operations Manager
- ✓ Executive Administrative
- ✓ Risk Manager
- ✓ Program Manager
- ✓ Business Analyst
- ✓ Quality Control Coordinator
- ✓ Assistant Manager
- ✓ Team Leader
- ✓ Senior Supervisors
- ✓ Researcher
- ✓ Entrepreneur
- ✓ Management Consultant
- ✓ Public Relations Director

The Basics of Project Management

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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Course Outline

✓ Day 01

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
- ✓ Assessment and recovery charter

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 02

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

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Course Outline

✓ Day 03

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

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Course Outline

✓ Day 04

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

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Course Outline

✓ Day 05

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
July 13, 2026	July 17, 2026	5 days	5950.00 \$	Switzerland , Zurich
Feb. 1, 2027	Feb. 5, 2027	5 days	4250.00 \$	UAE , Dubai
June 8, 2026	June 12, 2026	5 days	4250.00 \$	UAE , Dubai
Dec. 6, 2026	Dec. 10, 2026	5 days	4250.00 \$	KSA , Riyadh

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