



Arabian Institute For Training

Mastering Project Management

INTRODUCTION

- In today's world, where projects are growing in size and complexity at an exponential rate, the importance of mastering project management is now more crucial than ever before. With the implementation of cutting-edge technologies, development of multi-national collaborations and the demand for increased levels in production, safety and quality previously considered unachievable, the way in which projects are managed has had to take a quantum leap forward.
- This Mastering Project Management training course reviews the fundamental principles of project management which form the bedrock of every successful project and uncovers the key attributes needed to become a master of project management. Unless project leaders and managers fully understand and apply the skills needed to effectively plan and execute projects in today's environment of fast-paced, high-tech and multi-faceted projects, they will never become true masters of their profession. This Mastering Project Management training course takes the essential attributes of project management to the next level by identifying how projects have evolved and applies the latest tools and techniques to help existing and aspiring project managers become genuine masters in project management.

This training course will highlight:

- Understanding the fundamental principles of project management
- Project strategizing and strategic planning
- Controlling projects and management of change
- Risk identification, analysis and control
- Project leadership and stakeholder management

OBJECTIVES

By the end of this training course, attendees will fully understand:

- The nature of project complexity and the project life-cycle
- The twenty project management sequence steps
- How to define and manage project roles and responsibilities
- How to keep projects under control, within schedule and budget
- How to identify, analyse and effectively manage project risks
- The importance of project leadership, team-building and stakeholder management

TRAINING METHODOLOGY

- This Mastering Project Management training course will incorporate both theory and skill training components, applying hands-on exercises, facilitation of group discussions, practical case studies and real-life examples.
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ORGANISATIONAL IMPACT

The organisation will benefit by:

- Enhancing their strategies and practices to optimise project planning and execution
- Improving their project key performance indicators and success rates
- Increasing the efficiency of their project management teams
- Maintaining corporate values and achieving objectives through efficient risk management
- Attracting new clients and expanding their portfolio with existing clients
- Increasing their project management knowledge base

PERSONAL IMPACT

- Learning to improve the speed and efficiency in delivery of all projects
- Improving their risk identification and analysis skills
- Refining their planning and estimating techniques
- Enhancing their integrated team management skills
- Developing key attributes required of a Project Management Professional
- Becoming an indispensable project team member and leader

WHO SHOULD ATTEND?

- This Mastering Project Management training course is intended for project management professionals, leaders and project team members who are engaged in all types of projects, from simple to complex.

This training course is suitable to a wide range of professionals but will greatly benefit:

- Project Directors & Managers
 - Plant Managers & Superintendents
 - Project Planners & Estimators
 - Quality Assurance Managers & Engineers
 - Contract & Procurement Managers
 - Project & Discipline Engineers
 - Specialist Technicians & Technical Assistants
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Course Outline

The Fundamentals of Project Management

- Key Definitions in Project Management
- The Project Life-Cycle
- Project Complexity Factors
- Project Strategizing and Managing the Triple Constraint
- Project Context & Environment
- Key Financial Concepts

Project Planning and Organising

- The 20 Project Management Sequence Steps
- Defining Project Scope and Developing Work & Cost Breakdown Structures
- Project Management Roles & Responsibilities
- Project Planning Inputs, Tools & Techniques
- Project Estimating Techniques
- Project Scheduling Methods

Implementing, Executing and Controlling Projects

- Project Implementation & Resource Management
- Developing Project Control Systems
- Keeping Projects On-Track & Controlling Change
- Project Performance Measurement & Key Performance Indicators
- Earned Value Management
- Project Progress Measurement from Initiation to Handover

Project Risk Management

- Risk Management Planning
- Risk Identification
- Qualitative Risk Analysis
- Quantitative Risk Analysis
- Risk Response Planning & Implementing
- Controlling Project Risks

Project Leadership and Stakeholder Management

- Understanding Leadership & Management
 - Working in Project Teams
 - The Team Development Cycle
 - Keys to Effective Influence & Persuasion
 - Improving Communication, Delegation & Motivating Skills
 - Managing Stakeholders & Stakeholder Expectations
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