AMERICAN GLOBAL INSTITUTE
FOR PRIVATE TRAINING

# External Training Course

# Professional Project Analyst

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## From 28 Oct. To 01 Nov. 2024
## From 25 Nov. To 29 Nov. 2024
## From 16 Dec. To 20 Dec. 2024

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## Marriott Marble Arch Hotel
## London - UK

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<u>**External Training Course:**</u>

# Professional Project Analyst

**From 28 Oct. To 01 Nov. 2024**          **Fees: 1950 KD**
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## Introduction

This Professional Project Analyst training course is essential for professionals seeking to excel in project analysis and management. In today's competitive business environment, the ability to analyse and manage projects efficiently is critical to organizational success. This training course equips you with the necessary skills to identify project opportunities, evaluate risks, and implement effective project strategies. This training course offers a comprehensive understanding of project analysis tools and methodologies. Participants will gain practical insights into project planning, execution, and evaluation. By the end of the training course, you will be able to enhance project performance, leading to increased organizational productivity and success. This Professional Project Analyst training course will highlight:

- Advanced project analysis techniques.
- Risk assessment and management strategies.
- Effective project planning methodologies.
- Tools for project performance evaluation.
- Techniques for enhancing project communication.

## Objectives

**At the end of this Professional Project Analyst training course, you will learn to:**

- Understand advanced project analysis techniques.
- Develop effective project planning strategies.
- Analyse and manage project risks.
- Apply performance evaluation tools.
- Enhance project communication skills.

## Training Methodology

The Professional Project Analyst training course employs a mix of interactive lectures, hands-on exercises and group discussions. This approach ensures that participants not only understand theoretical concepts but also apply them in practical scenarios, enhancing their learning experience.

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## Organisational Impact

**The organisation will have the following benefits:**

- Improved project success rates.
- Enhanced risk management capabilities.
- Optimised project resource allocation.
- Increased stakeholder satisfaction.
- Better project communication and reporting.
- Elevated overall project performance.

## Personal Impact

**At the end of this training course, the participants will gain the following:**

- Advanced project analysis skills.
- Effective risk management techniques.
- Enhanced strategic planning abilities.
- Practical project management tools.
- Improved decision-making capabilities.
- Greater confidence in project execution.

## Course Agenda & Outline

**DAY 1: Introduction to Project Analysis**

- Overview of project analysis.
- Key project analysis techniques.
- Understanding project life cycles.
- Identifying project opportunities.
- Basic tools for project analysis.
- Introduction to project planning.

**DAY 2: Advanced Project Planning**

- Detailed project planning methodologies.
- Developing project charters and plans.
- Setting project objectives and milestones.
- Resource allocation and budgeting.
- Tools for project planning.
- Review of project planning tools.

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**DAY 3: Risk Assessment and Management**

- Identifying project risks.

- Risk assessment techniques.

- Developing risk management plans.

- Implementing risk mitigation strategies.

- Tools for risk management.

- Review of risk management plans.

**DAY 4: Project Performance Evaluation**

- Techniques for evaluating project performance.

- Developing key performance indicators (KPIs).

- Using project management software.

- Conducting project audits and reviews.

- Tools for performance evaluation.

- Review of project evaluation tools.

**DAY 5: Enhancing Project Communication**

- Importance of effective project communication.

- Developing communication plans.

- Stakeholder management strategies.

- Tools for project communication.

- Review of communication plans.

## Course Details & Agenda:

### (1st Day) Agenda

| 8.30 | 9.00 | Opening Remarks (30 Min.).<br><br>Dr. Furat Kadom. |
| --- | --- | --- |
| 9.00 | 11.30 | DISCUSS COURSE TOBICS:<br><br>• Introduction to Project Analysis.<br><br>• Advanced Project Planning.<br><br>• Risk Assessment and Management.<br><br>• Project Performance Evaluation.<br><br>• Enhancing Project Communication. |
| 11.30 | 12.00 | Coffee Break |
| 12.00 | 14.00 | Introduction to Project Analysis:<br><br>• Overview of project analysis.<br><br>• Key project analysis techniques.<br><br>• Understanding project life cycles.<br><br>• Identifying project opportunities.<br><br>• Basic tools for project analysis.<br><br>• Introduction to project planning. |
| 14.00 | 14.30 | Questions and Discussion |
| 14.30 | | Buffet Lunch |

### (2nd Day) Agenda

| 9.00 | 11.30 | Advanced Project Planning:<br><br>• Detailed project planning methodologies.<br><br>• Developing project charters and plans.<br><br>• Setting project objectives and milestones. |
| --- | --- | --- |
| 11.30 | 12.00 | Coffee Break |
| 12.00 | 14.00 | Advanced Project Planning:<br><br>• Resource allocation and budgeting.<br><br>• Tools for project planning.<br><br>• Review of project planning tools. |
| 14.00 | 14.30 | Questions and Discussion |
| 14.30 | | Buffet Lunch |

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## (3rd Day) Agenda

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|---|---|---|
| 9.00 | 11.30 | <u>Risk Assessment and Management:</u><br>• Identifying project risks.<br>• Risk assessment techniques.<br>• Developing risk management plans. |
| 11.30 | 12.00 | Coffee Break |
| 12.00 | 14.00 | <u>Risk Assessment and Management:</u><br>• Implementing risk mitigation strategies.<br>• Tools for risk management.<br>• Review of risk management plans. |
| 14.00 | 14.30 | Questions and Discussion |
| 14.30 | | Buffet Lunch |

## (4th Day) Agenda

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|---|---|---|
| 9.00 | 11.30 | <u>Project Performance Evaluation:</u><br>• Techniques for evaluating project performance.<br>• Developing key performance indicators (KPIs).<br>• Using project management software. |
| 11.30 | 12.00 | Coffee Break |
| 12.00 | 14.00 | <u>Project Performance Evaluation:</u><br>• Conducting project audits and reviews.<br>• Tools for performance evaluation.<br>• Review of project evaluation tools. |
| 14.00 | 14.30 | Questions and Discussion |
| 14.30 | | Buffet Lunch |

## (5th Day) Agenda

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|---|---|---|
| 9.00 | 11.30 | <u>Enhancing Project Communication:</u><br>• Importance of effective project communication.<br>• Developing communication plans.<br>• Stakeholder management strategies. |
| 11.30 | 12.00 | Coffee Break |
| 12.00 | 14.00 | <u>Enhancing Project Communication:</u><br>• Tools for project communication.<br>• Review of communication plans. |
| 14.00 | 14.30 | Questions, Discussion & Conclusion Training Course. |
| 14.30 | | Buffet Lunch |