



## **External Training Course**

# **Mastering Project Management (Developing Essential Skills for Professional Project Managers)**

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**From 07 Oct. To 11 Oct. 2024  
From 25 Nov. To 29 Nov. 2024  
From 16 Dec. To 20 Dec. 2024**

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**External Training Course:**

## **Mastering Project Management**

**(Developing Essential Skills for Professional Project Managers)**

**From 07 Oct. To 11 Oct. 2024**

**Fees: 2500 KD**

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### **Course Description**

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 & stakeholder management.

### **Course Agenda & Outline**

#### **DAY 1: 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.

#### **DAY 2: 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.

#### **DAY 3: 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.

#### **DAY 4: Project Risk Management**

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

#### **DAY 5: 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.