External Training Course

Planning, Organising & Controlling Projects

From 21 Apr. To 25 Apr. 2025
From 14 Jul. To 18 Jul. 2025
From 20 Oct. To 24 Oct. 2025

Hotel Monterey Ginza, Tokyo, Japan

Mr. Ghanem F. Al-Otaibi
GM & Institute Owner

Tel.: 00965 22248901   Fax: 00965 22204999
Mob.: 00965 65548855   Mob.: 00965 97273712
Email: admin@agi-kw.com   Email: agi-kw@hotmail.com
W/SITE: WWW.AGI-KW.COM

External Training Course:

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Course Introduction

In today's dynamic and fast-paced business environment, effective project management is indispensable for success. Whether you're a seasoned Project Manager looking to enhance your skills or a newcomer eager to learn the fundamentals. This training course Planning, Organising & Controlling Projects training course is designed to equip you with the knowledge and tools necessary to excel in project management. Throughout this training course, we will delve into the essential principles and practices of project management, focusing on three key areas: planning, organising, and controlling. You will learn how to initiate projects effectively, develop clear objectives, and create robust project plans that account for scope, time, and resources. Additionally, we will explore strategies for organising project teams, allocating tasks, and fostering collaboration to ensure smooth project execution. Furthermore, we will discuss techniques for monitoring project progress, identifying potential risks, and implementing control measures to keep projects on track. By mastering these skills, you will be able to mitigate project setbacks, optimise resource utilisation, and deliver successful outcomes consistently. Whether you're involved in small-scale initiatives or large-scale endeavours, the principles and techniques covered in this training course are applicable across various industries and sectors. This 5-day training course will elevate your project management capabilities and drive success in your professional endeavours. This training course will highlight:

- Professional Approach: Learning systematic methods to manage projects and project activities.
- Scope Definition: Understanding how to define project scope, establish realistic objectives, and identify relevant deliverables.
- Effective Planning: Creating realistic project plans, determine critical paths, and proactively manage risks.
- Stakeholder Engagement: Mastering techniques for identifying, engaging, and managing project stakeholders.
- Performance Tracking: Exploring tools and techniques for tracking and managing project performance.

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Objectives

By the end of this training course Planning, Organising & Controlling Projects training course you will be able to:

- Apply a professional, systematic approach to manage projects and project activities.
- Define the project scope, establish realistic objectives, and identify the relevant deliverables.
- Produce realistic project plans, determine the critical path, and manage project risks.
- Mobilise resources, accurately monitor project performance, and maintain control of the project.
- Recognise team dynamics within the project, play to strengths and manage weaknesses.

Training Methodology

This training course Planning, Organising & Controlling Projects training course is based on a combination of theory, practical, interactive discussion, and team exercises. During each session, we will explore the various inputs, tools and techniques, and outputs of each of the project planning, organising, implementing, and controlling processes, discuss their flaws and values, and simulate real-life project management events.

Organisational Impact

The organisation will gain the following benefits:

- Develop project resource skills to fulfil their responsibilities and meet project objectives
- Improve project team performance, delivering results faster and more cost effectively
- Development of realistic project plans, with more accurate cost, time, and resource estimates
- Improved project leadership
- Achieve project milestones with improved cash flow and budget control
- Improve communication between project teams and stakeholders
- Increase staff motivation levels and professionalism

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Personal Impact

Delegates will be able to:

- Demonstrate greater competence in project management methods and techniques.
- Contribute more effectively within their project management teams.
- Create realistic project plans and control their work more efficiently.
- Improve their leadership skills and management of project teams.
- Understand and apply appropriate project evaluation measures.
- Build and manage productive working relationships with all project stakeholders.
- Operate more confidently and effectively in a global business environment.

Course Outline

Day 1: Reviewing the Fundamentals

- Understanding projects: Differences between large/small and simple/complex projects
- Current trends in project management: Project management associations and qualifications
- Understanding projects: Project complexity factors and categories
- Project life cycles & stage gates: Project planning and decision points
- Earned value management: Measuring project performance
- Project roles, responsibilities, and boundaries: Work breakdown structures and RACI charts
- Key financial concepts: Net present value, internal rate of return, and payback periods

Day 2: Initiating and Defining Projects

- Initiating projects Project context and environment
- Setting realistic objectives: Defining project scope and deliverables
- Goal prioritisation & stakeholder management: Achieving objectives
- Developing a project control structure: Defining roles and specifying work packages
- Cost breakdown structures: Techniques for making preliminary estimates of time and cost
- Using appropriate project planning methods: Applying a structured approach
- Initiating risk management: Using qualitative risk analysis techniques

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Day 3: Planning Projects for Results

- Building a realistic project plan: Using Gantt charts and activity networks
- Using the plan to develop detailed task and resource schedules
- Identifying the critical path and setting milestones: Getting buy-in from the key players
- Techniques for developing detailed estimates for time and cost: Managing estimating uncertainty
- Minimising project timescales: Exploring time-cost options and understanding trade-offs
- Managing project risks: Qualitative and quantitative risk management methods and techniques
- The importance of continuous evaluation: Maintaining and updating plans and risk registers

Day 4: Organising, Implementing, and Controlling Projects

- The 20-step project management sequence
- Managing project resources & communication: Running effective meetings
- Running effective change control processes
- Managing & controlling project documentation
- Project performance tracking, management, and control systems
- Using predictive control techniques: Gantt charts, S-curves, and burn-down charts
- Project completion: Managing project close-out and hand-over to operations

Day 5: Project Leadership and Team-Working

- Understanding leadership and management: Qualities and skills that enhance results
- Working in project teams: Building collaborative working relationships
- The role of the leader in building team cohesion and performance: The team development cycle
- The keys to effective influence and persuasion: Characteristics of successful leaders
- Improving communication, delegation, and motivation skills
- Working with senior stakeholders: Creating rapport and understanding, managing expectations
- Lean concepts and the learning cycle: Implementing continuous improvement