

COURSE OVERVIEW PM0110
Advanced Project Management

Course Title

Advanced Project Management

Course Date/Venue

July 07-11, 2024/Oryx Meeting Room,
 Doubletree By Hilton Doha-Al Sadd, Doha,
 Qatar

Course Reference

PM0110

Course Duration/Credits

Five days/3.0 CEUs/30 PDHs

Course Description



This practical and highly-interactive course includes various practical sessions and exercises. Theory learnt will be applied using our state-of-the-art simulators.



This course is designed to provide participants with a detailed and up-to-date overview of advanced project management. It covers the projects to business strategy; building a business case for a project; developing effective, realistic project plans using proven techniques; identifying project tasks by creating work breakdown structures (WBS); scheduling techniques to create achievable schedules; estimating methodologies for calculating required resources; and the critical chain project management methodology.



During this interactive course, participants will learn to develop a project risk management plan; prepare quality management plan for a project; manage change throughout the project life cycle; use and keep the project on track; assess leadership skills and apply proven techniques for leading project teams; identify and resolve conflicts by practicing communication and human resource skills; identify barriers to performance on project teams; overcome and prepare a project communications plan; and manage the stress effectively.

The course is carefully developed to reflect the best practices that also match the training requirements of distinguished professional organizations such as the Project Management Institute (**PMI**) and **FIDIC**. The Professional Development Units/Hours (**PDUs**) or Continuing Education Units (**CEUs**) awarded to our participants are recognized by the Project Management Institute (**PMI**) and by the International Association for Continuing Education & Training (**IACET-USA**).

Course Objectives

Upon the successful completion of this course, each participant will be able to:-

- Apply and gain an advanced knowledge on project management
- Link projects to business strategy and build a business case for a project
- Develop effective, realistic project plans using proven techniques and identify project tasks by creating work breakdown structures (WBS)
- Apply scheduling techniques to create achievable schedules and employ different estimating methodologies for calculating required resources
- Carryout the critical chain project management methodology
- Develop a project risk management plan to identify, assess and mitigate project risks as well as prepare a quality management plan for a project
- Manage change throughout the project life cycle and use and keep the project on track by establishing baselines, monitoring progress and updating the project plan
- Discuss using earned value to effectively manage the projects and communicate project status to stakeholders, team members and managers
- Assess the leadership skills and apply proven techniques for leading project teams
- Identify and resolve conflicts by practicing communication and human resource skills
- Identify barriers to performance on project teams and ways to overcome them and prepare a project communications plan
- Manage effectively the stress inherent in all projects and close out a project and capture essential lessons learned for repeatable project success

PMI Recognition of Howard Courses

The Project Management Institute (**PMI**) recognizes Howard's Certificates and Continuing Education Units (CEUs).

The recognition and acceptance of our PDUs/CEUs fall under Categories E, F and G of PMI's "Professional Education" section at the PMP Application. Hence, what the delegates simply need to do is to complete this section as part of the PMP Application and submit it to PMI upon the receipt of Howard's certificates and ANSI/IACET's CEUs. PMI will automatically accept the delegates with 30 Contract Honors as a fulfillment of the required Professional Education.

Howard Technology, being the first **Authorized Provider** of the International Association for Continuing Education & Training (**IACET-USA**) in the Middle East, is authorized to award ANSI/IACET **CEUs** that are automatically accepted and recognized by the Project Management Institute (**PMI**).

Exclusive Smart Training Kit - H-STK®



Participants of this course will receive the exclusive “Howard Smart Training Kit” (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes **electronic version** of the course materials conveniently saved in a **Tablet PC**.

Who Should Attend

This course provides an advanced knowledge on project management for all managers, engineers and supervisors with responsibility for getting things done through people or teams. Some managers are directly responsible for projects. They need to know what tools are available to enable them to manage the task professionally. Others need to improve their resource utilization. They too can formulate improvement projects to the same advantage.

Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

- 30% Lectures
- 20% Practical Workshops & Work Presentations
- 30% Hands-on Practical Exercises & Case Studies
- 20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

Course Fee

US\$ 6,000 per Delegate. This rate includes H-STK® (Howard Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Accommodation


Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.

Certificate Accreditations

Certificates are accredited by the following international accreditation organizations: -


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The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology’s courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units (CEUs)** in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant’s involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant’s CEU and PDH Transcript of Records upon request.

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British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



Dr. Chris Le Roux, PhD, MSc, BSc, PMI-PMP, PMI-CAPM is a **Senior Project & Management Consultant** with over **45 years** of teaching, training and industrial experience. His expertise lies extensively in the areas of **Project & Contracts Management Skills, Project & Construction Management, Project Planning, Scheduling & Control, Project Management, Project Delivery & Governance Framework, Project Management Practices, Project Management Disciplines, Project Risk Management, Risk Identification Tools & Techniques, Project Life Cycle, Project Stakeholder & Governance, Project Management Processes, Project Integration Management, Project Management Plan, Project Work Monitoring & Control, Project Scope Management, Project Time Management, Project Cost Management, Project Quality Management, Quality Assurance, Project Human Resource Management, Project Communications Management, Contract Management, Tender Development, Contract Standards & Laws, Dispute Resolution & Risk Identification, Myers-Briggs Type Indicator (MBTI), Organization Development Consultation, Advanced Debriefing of Emotional Trauma, Interpersonal Motivation, Model Based Interviewing, Leadership Orientation Programme, Coaching & Motivation, Creative Thinking & Problem-Solving Techniques, Emotional Intelligence, Presentation Skills, Communication & Interpersonal Skills, Effective Communication & Influencing Skills, Effective Business Writing Skills, Writing Business Documents, Business Writing (Memo & Report Writing), Leadership & Team Building, Psychology of Leadership, Interpersonal Skills & Teamwork, Coaching & Mentoring, Innovation & Creativity, Office Management & Administration Skills, Controlling Your Time & Managing Stress, Crisis Management, Strategic Human Resources Management, Change Management, Negotiation Skills, Strategic Planning, Risk Analysis & Risk Management, Global Diverse & Virtual Teams Operation, Exceeding Customer Expectations, Corporate Governance Best Practice, Business Performance Management & Improvement, Building Environment of Trust & Commitment, Win-Win Negotiation Strategies, Quality Improvement & Resource Optimization, Neuro Linguistic Programming (NLP), Personal Resilience Developing, Effective Role Modelling & Development, Managing Dynamic Work Environments, Organizational Development, Career Management, Situation & Behaviour Analysis, Interpersonal Motivation Skills, Inventory Management and Financial Administration. Further, he is also well-versed in Water Supply System Security, Vulnerability & Terrorism, Integrated Security Systems, Incident Threat Characterization & Analysis, Physical Security Systems, Security Crisis, Security Emergency Plan, Command & Control System, Preventive Actions and Situation Analysis. He was the **Psychologist & Project Manager** wherein he was responsible in the project management and private psychology practices.**

During his career life, Dr. Le Roux has gained his academic and field experience through his various significant positions and dedication as the **Director, Medico Legal Assessor Psychologist, Training & Development General Manager, Project Manager, Account Manager, Commercial Sales Manager, Manager, Sales Engineer, Project Specialist, Psychology Practitioner, Senior HR Consultant, Senior Lecturer, Senior Consultant/Trainer, Business Consultant, Assistant Chief Education Specialist, ASI Coordinator, Part-time Lecturer/Trainer, PMP & Scrum Trainer, Assessor & Moderator, Team Leader, Departmental Head, Technical Instructor/Qualifying Technician, Apprentice Electrician: Signals and Part-Time Electrician** from various companies and universities such as the South African Railway (SAR), Department of Education & Culture, **ESKOM**, Logistic Technologies (Pty. Ltd), Human Development: Consulting Psychologies (HDCP) & IFS, Mincon, Eagle Support Africa, Sprout Consulting, UKZN, Grey Campus, Classis Seminars, CBM Training, just to name a few.

Dr. Le Roux has a **PhD in Commerce Major in Leadership in Performance & Change**, a **Master's degree in Human Resource Management**, a **Bachelor's degree (with Honours) in Industrial Psychology**, a National Higher Diploma and a National Technical Diploma in **Electrical & Mechanical Engineering**. Further, he is a **Certified Project Management Professional (PMI-PMP)**, a **Certified Associate in Project Management (PMI-CAPM)**, a **Certified Scrum Master Trainer** by the VMEdu, a **Certified Instructor/Trainer** and a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management (ILM)**. Moreover, he is a **Registered Industrial Psychologist** by the Health Professions Council of South Africa (HPCSA), a **Registered Educator** by the South African Council for Educators (SACE) and a **Registered Facilitator, Assessor & Moderator** with Education, Training and Development Practices (ETDP) SETA. He has further delivered numerous trainings, courses, seminars, conferences and workshops globally.

Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1: Sunday, 07th July 2024

0730 – 0800	Registration and Coffee
0800 – 0815	Welcome & Introduction
0815 – 0830	PRE-TEST
0830 – 0930	Module 1: Business Strategy Introduction to Project Management and Management by Projects • Define Projects' Relationship to Business Strategy • Identify, Create and Measure Added Value • Building a Viable Business Case
0930 - 0945	Break
0945 – 1130	Module 2: Key Project Concepts Identify and Discuss Benefits of Project Management and Project Life Cycles • Identify the Importance of a Customer Focus
1130 – 1230	Module 2: Key Project Concepts (cont'd) Discuss the Five Project Management Processes • Develop a Project Management Vocabulary
1230 - 1245	Break
1245 – 1420	Module 3: Project Initiation Describe the Initiation Process • Determine Project Requirements • Create a Project Charter
1420 - 1430	Recap
1430	Lunch & End of Day One

Day 2: Monday, 08th July 2024

0730 – 0930	Module 4: Project Planning Develop a Project Scope Statement/Statement Of Work • Build a Work Breakdown Structure (WBS) • Prepare a Project Plan
0930 - 0945	Break
0945 – 1100	Module 5: Project Scheduling Demonstrate Arrow and Precedence Diagramming Methods • Construct a Project Network Diagram • Calculate and Analyze the Critical Path • Develop a Project Schedule Using Gantt Charts
1100 - 1230	Module 6: Project Organisation Identify Different Project Organization Structures • Determine Roles and Responsibilities of Project Stakeholders • Identify Requirements of Effective Project Teams • Creating High-Performing Teams • Overcoming Barriers to Project Team Performance • Employ Conflict Resolution Techniques
1230 - 1245	Break
1245 - 1315	Module 7: Project Risk Management Outline the Risk Management Process • Identify, Analyze and Mitigate Risks
1315 – 1420	Module 7: Project Risk Management (cont'd) Apply Risk Response Strategies
1420 - 1430	Recap
1430	Lunch & End of Day Two



Day 3: Tuesday, 09th July 2024

0730 – 0930	Module 8: Managing Project Quality Define Criteria for Project Quality • Understand and Apply Major Quality Concepts and Theories • Relate Quality Management to Project Management • Plan a Quality Program Using Tools and Techniques
0930 - 0945	Break
0945 – 1030	Module 9: Cost Estimating Differentiate Between Estimating, Budgeting and Pricing
1030 - 1230	Module 9: Cost Estimating (cont'd) Various Techniques to Calculate Resource Requirements
1230 - 1245	Break
1245 – 1420	Module 10: Project Monitoring and Control Explain the Importance of Baselines • Apply Basic Earned Value Analysis • Describe the Importance and Process of Change Management
1420 - 1430	Recap
1430	Lunch & End of Day Three

Day 4: Wednesday, 10th July 2024

0730 – 1000	Module 11: Earned Value Concept and Objectives of Earned Value • Define the Three Processes Necessary for Earned Value • Establish Actual Work to be Done • Calculate Earned Value Indexes • Interpretation and Control Using Earned Value • Problems with Implementing an Earned Value Programme
0930 - 0945	Break
0945 – 1130	Module 12: Critical Chain Project Management Understand the Concept and Role of Critical Chain in Managing Projects • Incorporating Critical Chain Theory in the Planning Process • Managing Multiple Projects Using Critical Chain Project Management
1130 - 1230	Module 13: Project Communications Determine Communication Requirements • Link Communication Requirements to Stakeholders
1230 - 1245	Break
1245 – 1420	Module 13: Project Communications (cont'd) Develop a Communications Plan • Implement and Control Project Communications
1420 - 1430	Recap
1430	Lunch & End of Day Four

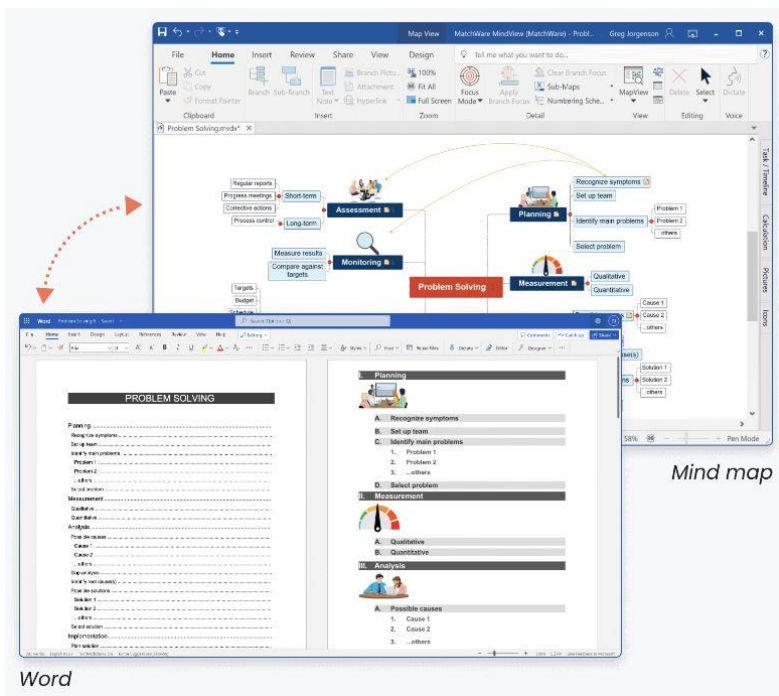
Day 5: Thursday, 11th July 2024

0730 – 0930	Module 14: Project Leadership Define Leadership and Identify Successful Leadership Practices • Understand Role and Importance of Motivation Theories in Effective Project Management
0930 - 0945	Break
0945 – 1200	Module 14: Project Leadership (cont'd) Identify Leadership Styles Using Instruments • Discuss and Apply Concept of Situational Leadership to Project Processes

1200 – 1400	Module 15: Project Closeout <i>Explain the Closeout Process • Discuss the Project Manager’s Responsibility in Closeout</i>
1230 – 1245	Break
1245 – 1300	Module 15: Project Closeout (cont’d) <i>Identify Lessons Learned and How to Apply Them to Your Next Project</i>
1300 - 1315	Course Conclusion
1315 – 1415	COMPETENCY EXAM
1415 – 1430	<i>Presentation of Course Certificates</i>
1430	<i>Lunch & End of Course</i>

Simulator (Hands-on Practical Sessions)

Practical sessions will be organized during the course for delegates to practice the theory learnt. Delegates will be provided with an opportunity to carryout various exercises using the “Mindview Software” and “Raidlog Simulator”.



The image displays the Mindview Software interface. The top window shows a mind map with nodes for 'Assessment &', 'Planning &', 'Measurement &', and 'Problem Solving'. A red dashed arrow points from the 'Problem Solving' node to a Word document window below. The Word document contains a 'PROBLEM SOLVING' section with a list of tasks and a 'Measurement' section with a list of cases. The Mindview Software window also shows a 'Problem Solving' section with a list of tasks and a 'Measurement' section with a list of cases. The text 'Mind map' is written to the right of the software window, and 'Word' is written below the Word document window.

Mindview Software



FREE RAID Log Template + RAID Analysis

RAID ANALYSIS					
	RISKS	ASSUMPTIONS	ISSUES	DEPENDENCIES	
Critical	1	0	1	1	3
High	0	0	0	1	1
Moderate	1	1	0	0	2
Low	0	0	1	0	1
Negligible	0	0	0	0	0
Total	2	1	2	2	

RAID LOG					
ID	Title	Description	Type	Classification	Comments
1	Example 1		Assumption	Moderate	
2	Example 2		Risk	Critical	
3	Example 3		Risk	Moderate	
4	Example 4		Issue	Low	
5	Example 5		Dependency	High	
6	Example 6		Dependency	Critical	
7	Example 7		Issue	Critical	
8					
9					
10					
11					

Raidlog Simulator

Course Coordinator

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