

COURSE OVERVIEW PM0091
Essential Project Management Tools and Techniques
for PMP Certification

Course Title

Essential Project Management Tools and Techniques for PMP Certification

Course Reference

PM0091

Course Duration/Credits

Five days/3.0 CEUs/30 PDHs



Course Date/Venue

Session(s)	Date	Venue
1	January 21-25, 2024	Oryx Meeting Room, Doubletree By Hilton Doha-Al Sadd, Doha, Qatar
2	March 03-07, 2024	Boardroom 1, Elite Byblos Hotel Al Barsha, Sheikh Zayed Road, Dubai, UAE
3	June 23-27, 2024	Jubail Hall, Signature Al Khobar Hotel, Al Khobar, KSA
4	September 23-27, 2024	Ajman Meeting Room, Grand Millennium Al Wahda Hotel, Abu Dhabi, UAE

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.



PMI's Project Management Professional (PMP) credential is the most important industry-recognized certification for project managers. Globally recognized and demanded, the PMP demonstrate that certificate holders have the experience, education and competency to lead and direct projects.



Project Management has developed in order to plan, coordinate and control the complex and diverse activities of modern industrial and commercial projects. All projects share one common characteristic – the projection of ideas and activities into new endeavors. The purpose of project management is to foresee or predict as many dangers and problems as possible; and to plan, organize and control activities so that the project is completed as successfully as possible in spite of all the risks. The ever-present element of risk and uncertainty means that events and tasks leading to completion can never be foretold with absolute accuracy. For some complex or advanced projects, even the possibility of successful completion might be of serious doubt.

Project engineers will be asked to participate in a project or manage one. By taking this course they will be prepared to handle project more effectively. Organizations that have taken the project management training course are able to innovate and/or reorganize faster, cheaper and more effectively.

During the project management training course, Project engineers will learn how to manage projects “by the book”. However, they will learn why theory sometimes doesn’t work and what to do when it doesn’t. During the training project engineers will share their experiences with their peers and there will be opportunities to discuss specific cases from the work floor with an experienced instructor. Of course, project engineers will also be taught the basic skills such as planning, budgeting and managing a team.

The project management training course is useful for project workers and both inexperienced team managers and experienced one who wants to refresh or expand their knowledge. Even managers who themselves don’t work project based but have to deal with organizations that will benefit from this.

This course covers the main training requirements in line with the **Project Management Institute (PMI)**, to enable the participants to sit for the PMI examination that will lead to their registration as “**Project Management Professionals**” (**PMP**).

Management will benefit through the use of the principles of time and cost control as advocated in the Project Management Body of Knowledge (PMBOK) of the PMI. Sound principles and Tools make the control of ones resources practical and efficient. Participants will clearly understand and use the philosophies, basic tools and techniques of project management. Further, they will understand the risks and pitfalls in administration, scope management, people management, pricing and control in projects and preventive actions to minimise project risks. The course will enable participants to apply techniques for project feasibility analysis, and analyse project viability (payback, technological and operational).

This course is in line with the **PMI (Project Management Institute)** training requirements and with the relevant experience will enable the participant to apply to the PMI for acceptance to their examination for the PMI licences.

Course Objectives

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

- Apply and gain an essential knowledge and skills on project management tools and techniques
- Discuss the basic principles of project management from the PMP perspective as well as the project leadership management
- Develop project time management through planning and analyzing networks
- Implement project cost management by estimating costs, determining budget and controlling costs
- Plan quality and perform quality assurance and quality control to maintain the quality management
- Plan risk management, identify risks, perform qualitative and quantitative risk analysis, plan risk responses and monitor and control risks

Exclusive Smart Training Kit - H-STK®



Participants of this course will receive the exclusive “Haward 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 overview of all significant aspects and considerations of essential project management tools and techniques for project engineers.

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

Doha	US\$ 6,000 per Delegate. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Dubai	US\$ 5,500 per Delegate + VAT . This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Al Khobar	US\$ 5,500 per Delegate + VAT . This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Abu Dhabi	US\$ 5,500 per Delegate + VAT . This rate includes H-STK® (Haward 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. Joe Nel, PEng, PhD, MSc, MBA, BSc, PMI-PMP, is **Senior Project Management Consultant** with over **20 years** of experience within the **Oil, Gas** and **Petrochemical** industries. His expertise includes **Project Management, Project Risk Management, Risk Identification Tools & Techniques, Project Life Cycle, Project Stakeholder & Governance, Project Management Processes, Project Governance & Stage Management, Project Management Methodology,**

Project Integration Management, Project Management Plan, Project Work Monitoring & Control, Project Scope Management, Project Time Management, Project Cost Management, Project Quality Management, Value Engineering, Quality Assurance, Project Human Resource Management, Project Communications Management, Contract Management, Logistics & Supply Chain Management, Materials Management, Asset Management, Procurement & Purchasing Management, Quality Management System (QMS), Business Management, Time Management, Performance Management, Construction Management, Negotiation & Presentation Skills, Supervisory & Management Skills, Purchasing, Warehousing, Coaching & Mentoring and Strategic Decision Making. Further, his experience includes resource management, systems development, financial analysis & forecast, risk identification & analysis and material appraisal. He is currently the **Senior Consultant** wherein he is responsible of the project management systems and processes.

During Dr. Nel’s career life, he has shared his knowledge and practical expertise through numerous trainings worldwide and as a **Professor, Lecturer & Facilitator** of various **universities**. He has shown his expertise in challenging positions such as the **Project Manager, Senior Consultant, Senior Trainer, Office Manager, General Production Manager, Junior Design Engineer** and **Site Engineer**.

Dr. Nel is a **Registered Professional Engineer** by **ECSA**, has **PhD** in **Industrial Engineering**, **Master’s** degrees in **Civil Engineering** and **Business Administration (MBA)** and a **Bachelor’s** degree in **Civil Engineering** from the **University of Stellenbosch**. Further, he is an active **member** of the South African Institute of Civil Engineers (**SAICE**), the Institute of Municipal Engineers South Africa (**IMESA**) and the Project Management South Africa (**PMSA**). Moreover, he is a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management (ILM)** a **Certified Instructor/Lecturer, Project Management Professional** and has certifications in **PRINCE2 Foundations** and **Construction Management Program**. He has delivered numerous trainings, workshops, seminars, courses and conferences internationally.

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

0730 – 0800	<i>Registration & Coffee</i>
0800 – 0815	<i>Welcome & Introduction</i>
0815 – 0830	PRE-TEST
0830 – 0930	Basic Principles of Project Management
0930 – 0945	<i>Break</i>
0945 – 1045	PMP Perspective
1045 – 1130	Project Leadership
1130 - 1230	Project Management
1230 – 1245	<i>Break</i>
1245 – 1420	Project Time Management
1420 - 1430	Recap
1430	<i>Lunch & End of Day One</i>

Day 2

0730 – 0930	Network Theory
0930 – 0945	<i>Break</i>
0945 – 1045	Practical Exercises: Planning Network
1045 – 1230	Practical Exercises: Analyzing Networks
1230 – 1245	<i>Break</i>
1245 – 1420	Project Cost Management
1420 – 1430	Recap
1430	<i>Lunch & End of Day Two</i>

Day 3

0730 – 0930	Estimate Costs
0930 – 0945	<i>Break</i>
0945 – 1045	Determine Budget
1045 – 1230	Control Costs
1230 – 1245	<i>Break</i>
1245 - 1420	Practical Exercises: Problems Involving Earned Value
1420 – 1430	Recap
1430	<i>Lunch & End of Day Three</i>

Day 4

0730 – 0930	Project Quality Management
0930 – 0945	<i>Break</i>
0945 – 1045	Plan Quality
1045 – 1130	Perform Quality Assurance
1130 - 1230	Perform Quality Control
1230 – 1245	<i>Break</i>
1245 – 1420	Project Risk Management
1420 – 1430	Recap
1430	<i>Lunch & End of Day Four</i>

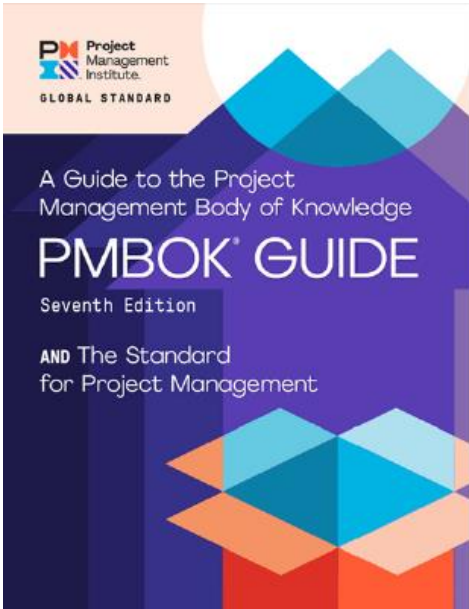


Day 5

0730 – 0930	Plan Risks Management
0930 – 0945	Break
0945 – 1045	Identify Risks
1045 – 1130	Perform Qualitative Risk Analysis
1130 - 1230	Plan Risk Responses
1230 – 1245	Break
1245 - 1345	Monitor & Control Risks
1345 - 1400	Course Conclusion
1400 – 1415	POST-TEST
1415 – 1430	Presentation of Course Certificates
1430	Lunch & End of Course

Book(s)

As part of the course kit, the following e-book will be given to all participants:-

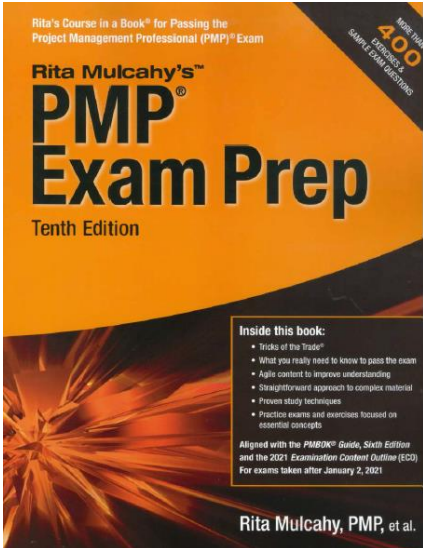


Title: A Guide to the Project Management Body of Knowledge (PMBOK Guide)

ISBN: 978-1628256642

Author: Project Management Institute

Publisher: Project Management Institute



Title : Rita Mulcahy's PMP Exam Prep

ISBN : 978-1932735659

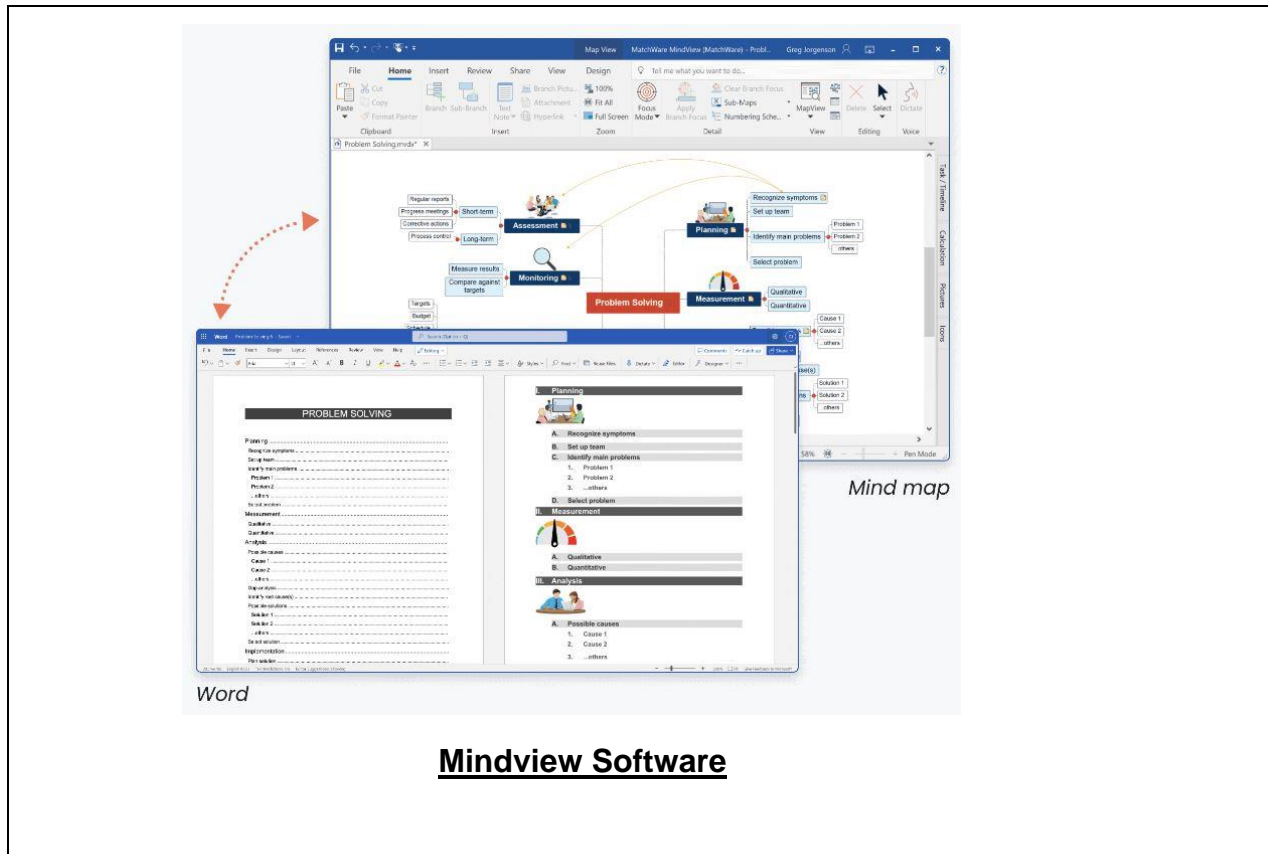
Author : Rita Mulcahy

Publisher: Rmc Pubns Inc



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 “MS Project” and “Mindview Software”.



Course Coordinator

Jaryl Castillo, Tel: +974 4423 1327, Email: jaryl@haward.org