

COURSE OVERVIEW PM0305G1

Project Management Compliance: Project Planning, Scheduling & Cost Control

Course Title

Project Management Compliance: Project Planning, Scheduling & Cost Control

Course Date/Venue

February 18-22, 2024/The KooH Al Noor Meeting Room, The H Dubai Hotel, Sheikh Zayed Rd - Trade Centre, Dubai, UAE

Course Reference

PM0305G1

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 project management compliance covering planning scheduling and control. It covers the project management concepts, definitions purpose philosophy and the use of PM; the project initiation, processes and techniques for project selection and project objectives; defining project; the project role of project manager, project team, project stakeholders, communication and project charter; the project planning including scope of work (SOW), planning process, work breakdown structure (WBS) and activity lists; and the project scheduling covering logical network (CPM/PERT) and activity based networks.



During this interactive course, participants will learn the cost, budgets and cost estimation; the schedule bar charts, gantt charts, committed cash flow, resource planning and resource leveling; organizing project; the resources and materials, responsibilities and reporting; the multiple projects, project control, scope change control and change control process; the feedback methods, earned value management and variance analysis; and the trade-offs and project acceleration as well as project risk management, project close-out and project documentation.

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

The recognition and acceptance of our PDUs/CEUs fall under Category B of PMI's "**PDU Activity Reporting Form**". Hence what the delegates simply need to do is to complete this form (we can help our clients to do that) and submit it to PMI upon the receipt of our certificates and ANSI/IACET's CEUs. PMI will automatically award the delegates with 30 PMI PDUs after receiving our confirmation or once they see our international-accredited certificate.

Course Objectives

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

- Apply and gain an in-depth knowledge on project management compliance covering planning scheduling and control
- Discuss project management concepts, definitions, purpose philosophy and use of PM
- Carryout project initiation, processes and techniques for project selection and project objectives
- Define project and identify the project role of project manager, project team, project stakeholders, communication and project charter
- Employ project planning including scope of work (SOW), planning process, work breakdown structure (WBS) and activity lists
- Illustrate project scheduling covering logical network (CPM/PERT) and activity based networks
- Determine cost, budgets and cost estimation as well as illustrate schedule bar charts, gantt charts, committed cash flow, resource planning and resource leveling
- Organize the project and identify resources and materials, responsibilities and reporting
- Apply multiple projects, project control, scope change control and change control process
- Carryout feedback methods, earned value management and variance analysis
- Discuss trade-offs and project acceleration as well as project risk management, project close-out and project documentation

PMI Recognition of Haward Courses

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

The recognition and acceptance of our PDUs/CEUs fall under Category B of PMI's "**PDU Activity Reporting Form**". Hence what the delegates simply need to do is to complete this form (we can help our clients to do that) and submit it to PMI upon the receipt of Haward's certificates and ANSI/IACET's CEUs. PMI will automatically award the delegates with 30 PMI PDUs after receiving our confirmation or once they see Haward's international-accredited certificate.

Haward 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 "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, sample video clips of the instructor's actual lectures & practical sessions during the course conveniently saved in a **Tablet PC**.*

Who Should Attend

The course provides an overview of all significant aspects and considerations of project management compliance covering planning scheduling and control for managers and supervisors, process and plant engineers, cost and budget engineers, engineers from various industrial, maintenance management staff, operational staff, facilities staff and staffs from corporate planning division and those whose role involves with projects.

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 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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USA International Association for Continuing Education and Training (IACET)

Haward Technology is an Authorized Training Provider by the International Association for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, Virginia 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 1-2013 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 1-2013 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 Association 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 Fee

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 by Haward Technology at the time of booking.

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 be always met:

Day 1: Sunday, 18th of February 2024

0730 - 0800	Registration & Coffee
0800 - 0815	Welcome & Introduction
0815 - 0830	PRE-TEST
0830 - 0900	Introduction to Project Management Introductory Concepts & Definitions • Purpose Philosophy & Use Of PM
0900- 0945	Project Initiation Processes & Techniques for Project Selection • Project Objectives
0945 - 1000	Break
1000 - 1115	Project Definition Project Brief • Project Manager • Project Team • Project Stakeholders • Communication • Project Charter
1115 - 1200	Project Planning Scope of Work (SOW) • Planning Process
1200 - 1230	Break
1230 - 1420	Project Planning (cont'd) Work Breakdown Structure (WBS) • Activity Lists
1420 - 1430	Recap
1430	Lunch & End of Day One

Day 2: Monday, 19th of February 2024

0730 - 0930	Project Scheduling Logical Network (CPM/PERT)
0930 - 0945	Break
0945 - 1100	Project Scheduling (cont'd) Activity Based Networks
1100 - 1200	Costing & Budgets Cost Estimation • Budgets
1200 - 1230	Break
1230 - 1420	Schedule Bar Charts Gantt Charts • Committed Cash Flow • Resource Planning • Resource Leveling
1420 - 1430	Recap
1430	Lunch & End of Day Two

Day 3: Tuesday, 20th of February 2024

0730 - 0830	Organize the Project Resources & Materials • Responsibilities & Reporting
0830 - 0930	Multiple Projects
0930 - 0945	Break
0945 - 1030	Project Control Basics • Scope Change Control • Change Control Process
1030 - 1100	Project Control (cont'd) Feedback Methods

1100 - 1200	Project Control (cont'd) <i>Earned Value Management</i>
1200 - 1230	<i>Break</i>
1230 - 1330	Project Control (cont'd) <i>Variance Analysis</i>
1330 - 1420	Trade-offs & Project Acceleration
1420 - 1430	Recap
1430	<i>Lunch & End of Day Three</i>

Day 4: Wednesday, 21st of February 2024

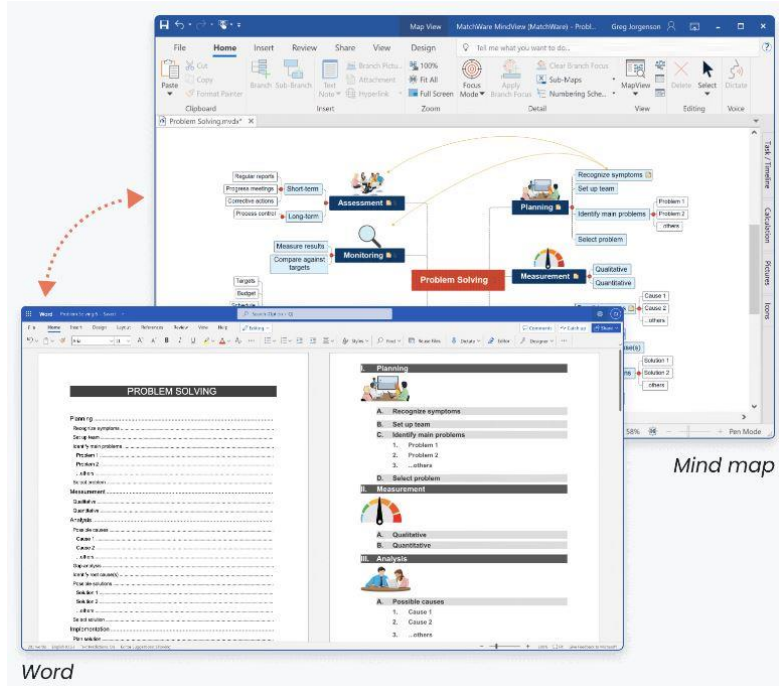
0730 - 0830	Project Risk Management
0830 - 0930	Project Close-out
0930 - 0945	<i>Break</i>
0945 - 1015	Project Documentation
1015 - 1200	Review: Case Study Dorale Products
1200 - 1230	<i>Break</i>
1230 - 1420	Review: Case Study Greyson Corporation
1420 - 1430	Recap
1430	<i>Lunch & End of Day Four</i>

Day 5: Thursday, 22nd of February 2024

0730 - 0800	Review: Critical Path Method Case Study
0800 - 0930	Review: Critical Path Method Case Study (cont'd)
0930 - 0945	<i>Break</i>
0945 - 1200	Review: Delta Corporation
1200 - 1230	<i>Break</i>
1230 - 1345	Review: Delta Corporation (cont'd)
1345 - 1400	Course Conclusion
1400 - 1415	POST-TEST
1415 - 1430	<i>Presentation of Course Certificates</i>
1430	<i>Lunch & End of Course</i>

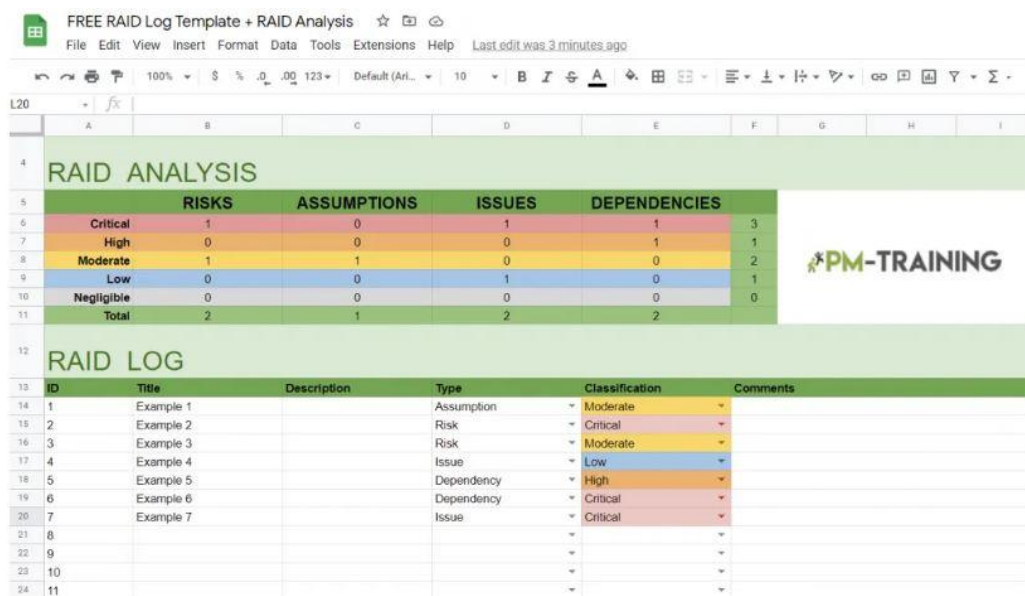
Simulator (Hands-on Practical Sessions)

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 screenshot displays the Mindview Software interface. At the top, there is a menu bar with options like File, Home, Insert, Review, Share, View, Design, and Tell me what you want to do. Below the menu is a toolbar with various icons. The main workspace shows a mind map with nodes for 'Assessment', 'Planning', 'Monitoring', and 'Measurement'. A red arrow points from the mind map to a Word document window below it. The Word document is titled 'PROBLEM SOLVING' and contains a structured text document with sections for Planning, Measurement, and Analysis. The Mindview Software window is labeled 'Mind map' and the Word document is labeled 'Word'.

Mindview Software



The screenshot shows the RAID Log Simulator spreadsheet. The top section is titled 'FREE RAID Log Template + RAID Analysis' and includes a menu bar (File, Edit, View, Insert, Format, Data, Tools, Extensions, Help) and a status bar (Last edit was 3 minutes ago). The spreadsheet has columns A through I. The 'RAID ANALYSIS' section is a table with the following data:

	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	

The 'RAID LOG' section is a table with the following data:

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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