



ENERGY
Milestones
معالم الطاقة

Project Management Fundamentals

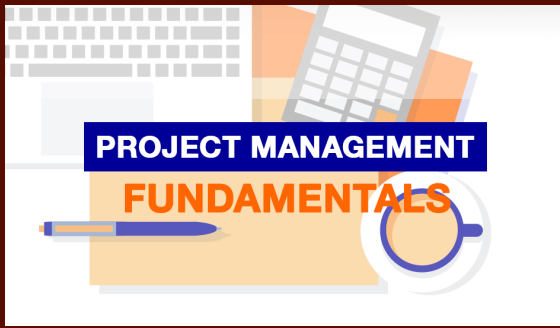
PROJECT MANAGEMENT FUNDAMENTALS

Energy Milestones Training Centre

Advancing Professionals to the next level

Energy Milestones is proud to be accredited, partner and associated with the following association bodies:





Targeted Audience:

- ◆ Project Managers and Project Coordinators
- ◆ Project Planners
- ◆ Project Engineers
- ◆ Department and Functional Managers
- ◆ Project Management Office (PMO) members
- ◆ Project Sponsors and Senior Management

Project Management Fundamentals

Overview:

With the ever-increasing complexity of projects coupled with the high volatility in customer expectations nowadays, it has become of paramount importance to manage projects by professionals with specific skill set using structured methodologies to bring projects to successful closure.

Project Management Fundamentals course covers the essential principles of managing projects in any industry or business. The course presents a comprehensive overview of the Project Management cycle starting from project initiating until closing, which furnishes a clear methodology to manage projects in the organization. Besides, this course highlights the skills, tools, and techniques to help aspiring project professionals to become competent project managers.

Course Objectives:

- ◆ Define several key project management terms
- ◆ Recognize the relationship between project, program, and portfolio management
- ◆ Describe different organizational structures and their effect on managing projects
- ◆ Define project roles and responsibilities
- ◆ Recognize the importance of soft skills- such as leadership, team building, and communication- in managing projects
- ◆ Initiate and authorize a project
- ◆ Plan for a successful project
- ◆ Execute the project plan
- ◆ Monitor and control project execution
- ◆ Close the project and document lessons learned

Course Content:

1. The Project Management Context

- ◆ Key terms in Project Management
- ◆ Project, Program, and Portfolio Management
- ◆ Effect of Organizational Structures on Project Management
- ◆ The Project Lifecycle
- ◆ The Triple Constraints
- ◆ Project Management Roles and Responsibilities
- ◆ Project Management Process Groups
- ◆ Stakeholder Management





Course Methodology:

Facilitated by an experienced professional trainer, this training course will be conducted as a highly interactive workshop session. A variety of training methodologies and facilitation techniques will be used before and during the course whenever applicable. These methods are aimed at enhancing individual and group interaction while maximizing learning. Some of these methods are:

- ◆ Online Pre-post Test
- ◆ Colorful Visual Aids
- ◆ Gamification
- ◆ Self-Assessment Instruments
- ◆ Simulations
- ◆ Case Studies
- ◆ Videos
- ◆ Group Exercises & Discussions
- ◆ Role plays
- ◆ Indoor & Outdoor games

Project Management Fundamentals

(Cont.) Course Content:

2. Project Initiating

- ◆ Project Statement of Work (SOW)
- ◆ Stakeholder Analysis
- ◆ Business need and project purpose
- ◆ Project boundaries and deliverables
- ◆ Product requirements and characteristics
- ◆ Project acceptance criteria
- ◆ Major milestones, summary budget, assumptions, and constraints

3. Project Planning

- ◆ Project Integration Management
- ◆ Project Scope Planning
- ◆ Project Schedule Planning
- ◆ Project Cost Planning
- ◆ Project Quality Planning
- ◆ Project Risk Planning

4. Project Executing and Controlling

- ◆ Implementing the Project Management Plan
- ◆ Developing Project Controls and Key Performance Indicators
- ◆ Earned Value Management
- ◆ Project Change Management
- ◆ Project Status Reports

5. Project Closing

- ◆ Administrative and Contractual Closing
- ◆ Formalizing Final Acceptance by Key Stakeholders
- ◆ Project Closure Report
- ◆ Project Documents
- ◆ Lessons Learned

