



Project & Contract Management

Project Management Skills

Course Introduction

In this Project Management course, you probably have some professional exposure to the duties of a project manager, or you may be considering embarking on a career in professional project management. Your ability as a project manager to demonstrate best practices in project management-both on the job and through professional certification-is becoming the standard to compete in today's fast-paced and highly technical workplace. In this course, you will apply the generally recognized practices of project management acknowledged by the Project Management Institute (PMI)® to successfully manage projects. This course is specifically designed to provide you with the proven, practical body of project management knowledge and skills that you need to demonstrate project management mastery on the job. Additionally, this course can be a significant part of your preparation for the Project Management Professional (PMP)® Certification Exam according to (Project Management Body Of Knowledge) PMBOK 6th Edition. The skills and knowledge you gain in this course will help you avoid making costly mistakes and increase your competitive edge in the project management profession. By applying these tools... You'll end the course with new practices to apply in your environment and new insights on the implications and advantages of applying project management well.

Target Audience

- Senior executives
- Project managers and other project team members
- Customers and other stakeholders
- Functional managers
- Consultants and other specialists in project management and related fields
- Researchers analyzing project management.

Learning Objectives

- Get started with project management fundamentals.
- Identify organizational influences and project life cycle.
- Work with project management processes.
- Initiate a project.
- Plan a project. Plan for project time management.
- Plan project budget, quality, and communications.
- Plan for risk, procurements, and stakeholder management.
- Execute a project.
- Manage project work, scope, schedules, and cost.
- Control a project.
- Close a project.

Course Outline

• Day 01

Who's PMI®?

- What's the PMBOK® Guide?
- What's a Project?
- What's Project Management?
- Projects/Programs/Portfolios
- Project Life Cycle & Phases

Environmental & Organizational Influences

- EEF & OPA 2.2 Types of organizations
- PMO Roles and Types

Role of Project Manager

- Dealing with People
- Dealing with Organization
- Talent Project Management Competences
- Technical Project Management
- Understanding Business Strategy
- Leadership

• Day 02

Integration Management

- Develop Project Charter
- Develop Project Management Plan
- Direct & Manage Project Work 4.4 Manage Project Knowledge
- Monitor & Control Project Work
- Perform Integrated Change Control

Close Project or Phase

- Scope Management
- Plan Scope Management
- Collect Requirements
- Define Scope
- Create WBS
- Validate Scope
- Control Scope

• Day 03

Schedule Management

- Plan Schedule Management
- Define Activities 6.3 Sequence Activities
- Estimate Activity Durations
- Develop Schedule
- Control Schedule Cost Management
- Plan Cost Management
- Estimate Costs
- Determine Budget
- Control Costs Quality Management
- Plan Quality Management

- Manage Quality
- Control Quality

• Day 04

Resource Management

- Plan Resource Management
- Acquire Resources
- Develop Project Team
- Manage Project Team
- Control Resources
- Communication Management
- Plan Communications Management
- Manage Communications
- Control Communications Risk Management
- Plan Risk Management
- Identify Risks
- Perform Qualitative Risk Analysis
- Perform Quantitative Risk Analysis
- Plan Risk Responses
- Implement Risk Responses
- Control Risks

• Day 05

Procurement Management

- Plan Procurement Management
- Conduct Procurements
- Control Procurements Stakeholder management
- Identify Stakeholders
- Plan Stakeholder Management
- Manage Stakeholder Engagement
- Control Stakeholder Engagement

Confirmed Sessions

| FROM | TO | DURATION | FEEs | LOCATION |
|---------------|----------------|----------|------------|----------------------|
| April 6, 2025 | April 10, 2025 | 5 days | 4250.00 \$ | KSA - El Dammam |
| Sept. 1, 2025 | Sept. 5, 2025 | 5 days | 5950.00 \$ | Switzerland - Zurich |
| Nov. 10, 2025 | Nov. 14, 2025 | 5 days | 4250.00 \$ | UAE - Dubai |