



Project & Contract Management

Certified Associate in Project Management (CAPM)

Course Introduction

Participants in this interactive course will learn all the critical tools and techniques required to make decisions to optimize the successful execution of a project in a dynamic environment. This course relies on the use of individual and group exercises aimed at helping participants learn all key project management activities. The course also features the use of a number of case studies and presentations by participants, followed by discussions. In addition, this course incorporates pre and post testing.

Target Audience

- Project Manager
- Business Administrator
- Marketing Coordinator
- Account Executive
- Chief Operating Officer
- Operations Manager
- Executive Administrative
- Risk Manager
- Program Manager
- Business Analyst
- Quality Control Coordinator
- Assistant Manager
- Team Leader
- Senior Supervisors
- Researcher
- Entrepreneur
- Management Consultant
- Public Relations Director

Learning Objectives

- Define project management frameworks, processes and tools in compliance with the Project Management Institute (PMI) standards
- Apply different techniques that will assist in the project selection process
- Construct project diagrams, schedules and plans and use different techniques to perform an in-depth analysis on project schedules and plans
- Identify different methods for cost estimating and project budgeting
- Manage time and cost deviations through applying earned value analysis
- Employ risk management plans and apply risk response strategies to ensure successful implementation of the project
- Develop program management plans in compliance with Project Management Institute standards

Course Outline

- **Day 01**

OVERVIEW OF PROJECT MANAGEMENT

- Defining project management terminologies
- Project management benefits
- Triple constraints
- Project life cycle
- Project stakeholders
- Effect of organizational structure

- **Day 02**

PROJECT SELECTION

- Project selection models
- Benefit cost ratio
- Average Rate of Return (ARR)
- Payback period Net Present Value (NPV)
- Internal Rate of Return (IRR)

- Decision trees

• Day 03

PROJECT PLANNING AND SCHEDULING

- Project charter
- Project scope statement
- Building work breakdown structure
- Duration estimation
- Program Evaluation and Review Technique (PERT)
- Relationships between activities
- Network diagram
- Critical Path Method (CPM)
- Manipulating logic
- Resource allocation
- Resource leveling
- Duration acceleration

• Day 04

PROJECT BUDGETING

- Cost estimating techniques
- Cost baseline
- Project budget
- Slack management
- Compression by crashing

• Day 05

PROJECT CONTROL

- Variance analysis
- Dashboards and scorecards
- Key performance indicators
- Earned value
- Managing deviations

PROJECT RISK MANAGEMENT

- Project risk identification
- Qualitative risk analysis
- Quantitative risk analysis
- Project risk response planning
- Contingency and management reserves

PROJECT MANAGEMENT

- Program life cycle
- Developing program work breakdown structure
- Developing program schedule
- Developing program financial plan

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
April 13, 2025	April 17, 2025	5 days	2150.00 \$	Virtual - Online
June 16, 2025	June 20, 2025	5 days	5950.00 \$	USA - Texas
Sept. 22, 2025	Sept. 26, 2025	5 days	4250.00 \$	UAE - Dubai
Dec. 8, 2025	Dec. 12, 2025	5 days	4250.00 \$	UAE - Abu Dhabi
July 28, 2025	Aug. 1, 2025	5 days	4250.00 \$	UAE - Dubai