Project & Contract Management

Mastering Project Management: The A to Z of Project Management

Course Introduction

In an era where projects are increasingly complex and multifaceted, mastering project management is crucial for delivering results on time, within budget, and according to the highest standards of quality. This comprehensive course covers the fundamental principles of project management, and the advanced tools needed to successfully navigate the modern project environment. From planning to risk management, leadership, and stakeholder engagement, participants will gain the expertise to manage projects with confidence and precision.

Training Methodology

The course combines theory and practical application through:

- Group discussions and exercises.
- Case studies and real-life project scenarios.
- Interactive presentations and tools for immediate application.

Target Audience

- Project Managers, Directors, and Team Leaders.
- Engineers, Technicians, and Technical Assistants involved in projects.
- Contract Managers, Quality Assurance Personnel, and anyone responsible for project success.

Learning Objectives

- Understand and apply the key principles of project management.
- Strategically plan and control projects across various industries.

- Manage project risks and changes efficiently.
- Lead project teams and communicate effectively with stakeholders.
- Deliver projects on time, within scope, and on budget

Course Outline

- **Day 01**

  Project Management Foundations

    - Introduction to Project Management: Key Concepts
    - The Project Life Cycle and Phases
    - The Triple Constraint: Time, Scope, and Cost
    - Identifying Project Complexity and Challenges
    - Introduction to Financial Concepts in Project Management
    - Overview of Strategic Project Planning
- **Day 02**

  Project Planning and Scheduling

    - Project Scope Definition and Work Breakdown Structure (WBS)
    - Project Management Roles and Responsibilities
    - Project Sequencing: The 20 Critical Steps
    - Estimating Costs, Resources, and Time
    - Developing Effective Project Schedules
    - Tools and Techniques for Project Planning
- **Day 03**

  Project Execution and Control

    ◦ Resource Management and Allocation
    ◦ Setting Up Project Controls and Monitoring Systems
    ◦ Keeping Projects on Track: Managing Changes
    ◦ Key Performance Indicators (KPIs) for Projects
    ◦ Measuring Project Progress: From Start to Completion
    ◦ Earned Value Management and Performance Reporting
- **Day 04**

Risk Management in Projects

    • Introduction to Project Risk Management

    • Risk Identification and Assessment

    • Qualitative and Quantitative Risk Analysis

    • Developing Risk Response Strategies

    • Implementing and Monitoring Risk Controls

    • Case Studies on Risk Mitigation and Management

• **Day 05**

Leadership and Stakeholder Management

    • The Role of Leadership in Project Success

    • Team Building: Managing Project Teams Effectively

    • Communication, Delegation, and Motivation in Projects

    • Stakeholder Identification and Engagement

    • Managing Stakeholder Expectations and Conflicts

    • Strategies for Leading and Influencing Project Outcomes

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
April 14, 2025	April 18, 2025	5 days	4950.00 $	Singapore - Singapore
Sept. 1, 2025	Sept. 5, 2025	5 days	4250.00 $	UAE - Dubai
Nov. 3, 2025	Nov. 7, 2025	5 days	4250.00 $	UAE - Abu Dhabi
Dec. 14, 2025	Dec. 18, 2025	5 days	2150.00 $	Virtual - Online