



Project & Contract Management

The Basics of Project Management

Course Introduction

This training course is designed to provide participants with the fundamentals of project management: how to initiate, plan, and execute a project that meets objectives and satisfies stakeholders. Aligned with the Project Management Institute (PMI) A Guide to the Project Management Body of Knowledge, (PMBOK Guide), Fifth Edition, 2013, this course provides a step-by-step guide to planning and executing a project.

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

- Gain a comprehensive understanding and master the fundamental concepts, skills and techniques of Project Management.
- Link project goals and objectives to clear, compelling stakeholder needs
- Describe the roles and responsibilities of project managers across the project lifecycle
- Define and develop the foundations of a project plan, including the project requirements document (PRD)
- Work breakdown structure (WBS), budget, schedule and other resources
- Set realistic and measurable objectives and ensure positive results
- Manage and control the project against the baseline
- Establish a dependable project control and monitoring system
- Close out a project effectively

Course Outline

- **Day 01**

Planning projects

- Projects versus operations
- Project management definitions
- Managing project constraints
- Applications of project management
- Potential benefits of project management
- Definition of project life cycle
- Roles and responsibilities of project managers across the project lifecycle
- Project charter
- Project scope statement
- Project specifications
- Work breakdown structure
- Project decomposition
- Assessment and recovery charter

Scheduling projects

- Linking activities and WBS sequencing
- Predecessors sequencing techniques
- Program evaluation and review technique (PERT)
- Critical Path Method (CPM)
- Forward and backward scheduling
- Gantt chart
- Milestone chart
- Slack management
- Schedule compression techniques
- Myths and realities of schedule compression
- Resource planning
- Resource leveling

• Day 02

Selecting projects using capital budgeting techniques

- Definition of capital budgeting
- Accounting Rate of Return (ARR)
- Payback Period (PP)
- Net Present Value (NPV)
- Internal Rate of Return (IRR)
- Organizing and controlling projects
- Project organization and project control

• Day 03

Mastering earned value management

- Schedule and budget variances
- Schedule and cost performance indexes
- Earned value management benefits
- Project management reporting
- Auditing a project
- The role of software in project management

• Day 04

Executing, Monitoring, and Controlling

- Team-building principles and priorities
- Status and performance reporting

- Management by exception
- Keeping stakeholders informed and involved
- Steering performance back to the baseline
- Integrated change controls
- Managing project stakeholders
- Identifying stakeholders
- Types of stakeholders

• Day 05

Managing stakeholder engagement

- Project manager skills
- Project negotiation

Project Close Out

- Transitioning the product or service
- Capturing lessons learned for the organization
- Final report to stakeholders

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
May 26, 2025	May 30, 2025	5 days	4250.00 \$	UAE - Dubai
July 7, 2025	July 11, 2025	5 days	5950.00 \$	Switzerland - Zurich
Nov. 30, 2025	Dec. 4, 2025	5 days	4250.00 \$	KSA - Riyadh