



Brief Introduction:

The Project Management Institute (PMI®) defines project management (PM) as being “the application of knowledge, skills, tools, and techniques to project activities to meet the project requirements”. No unique and temporary endeavor would be accomplished in a polished and timely manner without proper understanding of the different PM areas.

CMCCO aims, through this seminar to equip attendees with the skillset they need in upgrading their management strategies and advancing their businesses, using CMCCO’s extensive specialized experience and background in construction projects in the Middle East and North Africa region.

Objectives:

- Establish norms and ground rules for effective team communication.
- Generate project requirements and the operational success criteria to be achieved by the project’s outcome.
- Create a project Work Breakdown Structure with associated Specifications.
- Design a project schedule with activities, durations and interdependencies.
- Delineate, assign and track project resources and associated costs.
- Identify and quantify project risks and develop resolution strategies.
- Understand basic contract types and the project ramifications.
- Identify, capture, measure and analyze important project metrics.
- Create a high-performing project team focused on customer satisfaction.
- Develop and document a comprehensive and integrated project plan.

Who Should attend:

This CMCCO **Professional Project Management** training seminar is intended for project management professionals, leaders and project team members who are engaged in all types of projects, from simple to complex.

While this training course is suitable to a wide range of professionals, as well as recent graduates looking to specialize in project management, it will greatly benefit:

- Project Directors & Managers
- Plant Managers & Superintendents
- Project Planners & Estimators
- Quality Assurance Managers & Engineers
- Contract & Procurement Managers
- Project & Discipline Engineers
- Any other candidates having the will to grasp very professional knowledge in project management.



Pre-requisites:

In order to achieve maximal benefit from this seminar, it is advised that the attendee be familiar with the basic elements of work breakdown structures, activity network diagrams and activity duration estimating, cost estimating, contracting, leadership and team development, quality management, risk, earned value management and organizational structures for projects.

Organisational Benefit:

Organizations and companies sending their employees to this seminar will benefit by:

- Enhancing their strategies and practices to optimize project planning and execution
- Improving their project key performance indicators and success rates
- Increasing the efficiency of their project management teams
- Maintaining corporate values and achieving objectives through efficient risk management
- Attracting new clients and expanding their portfolio with existing clients
- Increasing their project management knowledge base

Personal Benefit:

Participants will develop additional and valuable project management skills through:

- Learning to improve the speed and efficiency in delivery of all projects
- Improving their risk identification and analysis skills
- Refining their planning and estimating techniques
- Enhancing their integrated team management skills
- Developing key attributes required of a Project Management Professional
- Becoming an indispensable project team member and leader

Training Methodology:

This training seminar will incorporate both theory and skill training components. PowerPoint presentations, group discussions, practical case studies and real-life examples are all part of an engaging learning strategy that aims to provide attendees with as much gain as possible.

The seminar is offered in person at CMCCO's Beirut offices, and will be broadcasted in parallel via ZOOM for our distant attendees.

For reference and assistance beyond the seminar, the speaker will also provide free supporting documents such as a copy of the PMI®'s esteemed "Guide to the Project Management Body of Knowledge", and soft copies of valuable practical aid templates used by CMCCO.



Contents:

The seminar covers the main areas of knowledge in Project Management, as presented in the Project Management Institute's (PMI®) “*Guide to the Project Management Body of Knowledge*” (PMBOK™ Guide). These areas are further discussed and investigated by the speaker based on his own 30-year experience in the business. The seminar will view these areas from a practical angle, mainly focusing on the direct application of project management strategies in the Middle East.

Covered Topics:

1. Project Manager Role:

- Defining the Project Manager
- The Project Manager's Sphere of Influence
- Competencies of a Project Manager
- Performing Integration

2. Project Integration Management:

- Develop Project Charter
- Develop Project Management Plan
- Direct and Manage Project Work
- Manage Project Knowledge
- Monitor and Control Project Work
- Perform Integrated Change Control
- Close Project or Phase

3. Project Scope Management:

- Plan Scope Management
- Collect Requirements
- Define Scope
- Create Work Breakdown Structure “WBS”
- Validate Scope
- Control Scope

4. Project Schedule Management:

- Plan Schedule Management
- Define Activities
- Sequence Activities
- Estimating Activity Durations
- Develop the Schedule
- Controlling the Schedule

5. Project Cost Management:



- Plan Cost Management
- Estimate Costs
- Determine Budget
- Control Costs

6. Project Quality Management:

- Plan Quality Management
- Manage Quality
- Control Quality

7. Project Resource Management:

- Plan Resource Management
- Estimate Activity Resources
- Acquire Resources
- Develop the Team
- Manage the Team
- Control Resources

8. Project Communication Management:

- Plan Communications
- Manage Communications
- Monitor Communications

9. Project Risk Management:

- Inputs to and Outputs of Risk Management
- Risk Management Process
- Plan Risk Management
- Identify Risks
- Perform Qualitative Risk Analysis
- Perform Quantitative Risk Analysis
- Plan Risk Responses
- Implement Risk Responses
- Monitor Risks

10. Project Procurement Management:

- The Procurement Management Process
- Plan Procurements
- Conduct Procurement
- Control Procurements



11. Project Stakeholder Management:

- Identify Stakeholders
- Plan Stakeholder Management
- Manage Stakeholder Engagement
- Monitor Stakeholder Engagement

12. Project Management Ethical Responsibility and Code of Conduct:

- Ethical Application of Project Management
- Exercises

Certification:

A certificate of attendance will be issued to all participants upon completion of the seminar.