



COURSE OVERVIEW PM0644
Project Management Fundamentals

Course Title

Project Management Fundamentals

Course Date

November 23-27, 2025/Tamra Meeting Room, Al Bandar Rotana Creek, Dubai, UAE

Course Reference

PM0644

Course Duration/Credits

Five days/3.0 CEUs/30 PDHs



Course Description



This practical and highly-interactive course includes various practical sessions and exercises. Theory learnt will be applied using our state-of-the-art simulators.



This course is designed to provide participants with a fundamental knowledge on project management. It covers the standard, code of ethics and professional conduct of project management; the importance of project management, relationship of project, program, portfolio and operations management; the project management business documents; the 5 project management process groups; and the environment in which projects operate covering the enterprise environmental factors, organizational process assets, and organizational system.



During this interactive course, participants will learn the role of the project manager including its sphere of influence and competencies; the project integration management covering project charter and project management plan development, directing and managing project work, managing project knowledge, monitoring and controlling project work; performing integrated change control and closing project or phase; the project scope management, project schedule management, project cost management, project quality management; and the project resource management, project communications management, project risk management, project procurement management and project stakeholder management.





Course Objectives

Upon successful completion of this course, each participant will be able to:-

- Apply and gain a fundamental knowledge on project management
- Discuss project management covering the standard, code of ethics and professional conduct
- Identify the importance of project management, relationship of project, program, portfolio and operations management
- Discuss project management business documents and the 5 project management process groups
- Describe the environment in which projects operate covering the enterprise environmental factors, organizational process assets, and organizational system
- Explain the role of the project manager including its sphere of influence and competencies
- Carryout project integration management, project scope management, project schedule management, project cost management, project quality management
- Employ project resource management, project communications management, project risk management, project procurement management and project stakeholder management

Exclusive Smart Training Kit - H-STK®



Participants of this course will receive the exclusive “Haward Smart Training Kit” (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes **electronic version** of the course materials conveniently saved in a **Tablet PC**.

Who Should Attend

This course provides an overview of all significant aspects and considerations of project management for managers, specialists and engineers who have project management responsibilities but with limited training or experience in this area.

Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

Course Fee

US\$ 5,500 per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.




Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.

Certificate Accreditations

Certificates are accredited by the following international accreditation organizations: -

-  British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

-  The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology’s courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units (CEUs)** in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant’s involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant’s CEU and PDH Transcript of Records upon request.





Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



Dr. Chris Le Roux, PhD, MSc, BSc, PMI-PMP, PMI-CAPM, PMI-ATP, is a **Senior Project & Management Consultant** with over **30 years** of teaching, training and industrial experience. His expertise lies extensively in the areas of **Project & Contracts Management Skills, Project & Construction Management, Project Planning, Scheduling & Control, Project Management, Project Delivery & Governance Framework, Project Planning & Delegating, Risk, Budgeting & Cost Management** in Projects, **Project Management Practices, Project Management Disciplines, Project Risk Management, Risk Identification Tools & Techniques, Project Life Cycle, Project Stakeholder & Governance, Project Management Processes, Project Integration Management, Project Management Plan, Project Work Monitoring & Control, Project Scope Management, Project Time Management, Project Cost Management, Project Quality Management, Quality Assurance, Project Human Resource Management, Project Communications Management, Contract Management, Tender Development, Contract Standards & Laws, Dispute Resolution & Risk Identification, Myers-Briggs Type Indicator (MBTI), Organization Development Consultation, Advanced Debriefing of Emotional Trauma, Interpersonal Motivation, Model Based Interviewing, Leadership Orientation Programme, Leading People & Change, Embracing Innovation Culture Coaching & Motivation, Creative Thinking & Problem-Solving Techniques, Techniques for Coaching & Mentoring, Strategies for Setting Annual Goals, Monitoring Progress & Evaluation Performance, Emotional Intelligence, Presentation Skills, Communication & Interpersonal Skills, Effective Communication & Influencing Skills, Effective Business Writing Skills, Writing Business Documents, Business Writing (Memo & Report Writing), Leadership & Team Building, Psychology of Leadership, Interpersonal Skills & Teamwork, Coaching & Mentoring, Innovation & Creativity, Office Management & Administration Skills, Controlling Your Time & Managing Stress, Crisis Management, Strategic Human Resources Management, Change Management, Negotiation Skills, Strategic Planning, Risk Analysis & Risk Management, Global Diverse & Virtual Teams Operation, Exceeding Customer Expectations, Corporate Governance Best Practice, Business Performance Management & Improvement, Building Environment of Trust & Commitment, Win-Win Negotiation Strategies, Quality Improvement & Resource Optimization, Neuro Linguistic Programming (NLP), Personal Resilience Developing, Effective Role Modelling & Development, Managing Dynamic Work Environments, Organizational Development, Career Management, Situation & Behaviour Analysis, Interpersonal Motivation Skills, Inventory Management and Financial Administration. Further, he is also well-versed in Water Supply System Security, Vulnerability & Terrorism, Integrated Security Systems, Incident Threat Characterization & Analysis, Physical Security Systems, Security Crisis, Security Emergency Plan, Command & Control System, Preventive Actions and Situation Analysis. He was the **Psychologist & Project Manager** wherein he was responsible in the project management and private psychology practices.**

During his career life, Dr. Le Roux has gained his academic and field experience through his various significant positions and dedication as the **Director, Medico Legal Assessor Psychologist, Training & Development General Manager, Project Manager, Account Manager, Commercial Sales Manager, Manager, Sales Engineer, Project Specialist, Psychology Practitioner, Senior HR Consultant, Senior Lecturer, Senior Consultant/Trainer, Business Consultant, Assistant Chief Education Specialist, ASI Coordinator, Part-time Lecturer/Trainer, PMP & Scrum Trainer, Assessor & Moderator, Team Leader, Departmental Head, Technical Instructor/Qualifying Technician, Apprentice Electrician: Signals and Part-Time Electrician** from various companies and universities such as the South African Railway (SAR), Department of Education & Culture, **ESKOM**, Logistic Technologies (Pty. Ltd), Human Development: Consulting Psychologies (HDCP) & IFS, Mincon, Eagle Support Africa, Sprout Consulting, UKZN, Grey Campus, Classis Seminars, CBM Training, just to name a few.

Dr. Le Roux has a **PhD in Commerce Major in Leadership in Performance & Change**, a **Master's degree in Human Resource Management**, a **Bachelor's degree (with Honours) in Industrial Psychology**, a National Higher Diploma and a National Technical Diploma in **Electrical & Mechanical Engineering**. Further, he is a **Certified Project Management Professional (PMI-PMP)**, a **Certified Associate in Project Management (PMI-CAPM)**, a **Certified Authorized Training Partners (PMI-ATP)**, a **Certified Scrum Master Trainer** by the VMEdu, a **Certified Instructor/Trainer** and a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management (ILM)**. Moreover, he is a **Registered Industrial Psychologist** by the Health Professions Council of South Africa (HPCSA), a **Registered Educator** by the South African Council for Educators (SACE) and a **Registered Facilitator, Assessor & Moderator** with Education, Training and Development Practices (ETDP) SETA. He has further delivered numerous trainings, courses, seminars, conferences and workshops globally.





Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

- 30% Lectures
- 20% Practical Workshops & Work Presentations
- 30% Hands-on Practical Exercises & Case Studies
- 20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1: Sunday, 23rd of November 2025

0730 – 0800	Registration & Coffee
0800 – 0815	Welcome & Introduction
0815 – 0830	PRE-TEST
0830 – 0930	Introduction to Project Management & PMI <i>The Standard for Project Management • Code of Ethics & Professional Conduct • The Importance of Project Management • Relationship of Project, Program, Portfolio & Operations Management • Project Management Business Documents • The 5 Project Management Process Groups</i>
0930 – 0945	Break
0945 – 1100	The Environment in Which Projects Operate <i>Overview • Enterprise Environmental Factors • Organizational Process Assets • Organizational Systems</i>
1100 – 1230	The Role of the Project Manager <i>Overview • Definition of a Project Manager • The Project Manager’s Sphere of Influence</i>
1230 – 1245	Break
1245 – 1420	The Role of the Project Manager (cont’d) <i>Project Manager Competencies • Performing Integration</i>
1420 – 1430	Recap
1430	Lunch & End of Day One

Day 2: Monday, 24th of November 2025

0730 – 0900	Project Integration Management <i>Develop Project Charter • Develop Project Management Plan • Direct & Manage Project Work • Manage Project Knowledge</i>
0900 – 0915	Break
0915 – 1100	Project Integration Management (cont’d) <i>Monitor & Control Project Work • Perform Integrated Change Control • Close Project or Phase</i>
1100 – 1230	Project Scope Management <i>Plan Scope Management • Collect Requirements • Define Scope</i>





1230 - 1245	Break
1245 - 1420	Project Scope Management (cont'd) Create WBS • Validate Scope • Control Scope
1420 - 1430	Recap
1430	Lunch & End of Day Two

Day 3: Tuesday, 25th of November 2025

0730 - 0900	Project Schedule Management Plan Schedule Management • Define Activities • Sequence Activities
0900 - 0915	Break
0915 - 1100	Project Schedule Management (cont'd) Estimate Activity Durations • Develop Schedule • Control Schedule
1100 - 1230	Project Cost Management Plan Cost Management • Estimate Costs
1230 - 1245	Break
1245 - 1420	Project Cost Management (cont'd) Determine Budget • Control Costs
1420 - 1430	Recap
1430	Lunch & End of Day Three

Day 4: Wednesday, 26th of November 2025

0730 - 0900	Project Quality Management Plan Quality Management
0900 - 0915	Break
0915 - 1100	Project Quality Management (cont'd) Manage Quality • Control Quality
1100 - 1230	Project Resource Management Plan Resource Management • Estimate Activity Resources • Acquire Resources • Develop Team • Manage Team • Control Resources
1230 - 1245	Break
1245 - 1430	Project Communications Management Plan Communications Management • Manage Communications • Monitor Communications
1420 - 1430	Recap
1420	Lunch & End of Day Four

Day 5: Thursday, 27th of November 2025

0730 - 0900	Project Risk Management Plan Risk Management • Identify Risks • Perform Qualitative Risk Analysis • Perform Quantitative Risk Analysis
0900 - 0915	Break
0915 - 1045	Project Risk Management (cont'd) Plan Risk Responses • Implement Risk Responses • Monitor Risks
1045 - 1215	Project Procurement Management Plan Procurement Management • Conduct Procurements • Control Procurements • Identify Stakeholders • Plan Stakeholder Engagement • Manage Stakeholder Engagement • Monitor Stakeholder Engagement
1215 - 1230	Break
1230 - 1345	Ethics
1345 - 1400	Course Conclusion
1400 - 1415	POST-TEST
1415 - 1430	Presentation of Course Certificates
1430	Lunch & End of Course





Book(s)

As part of the course kit, the following e-book will be given to all participants:-

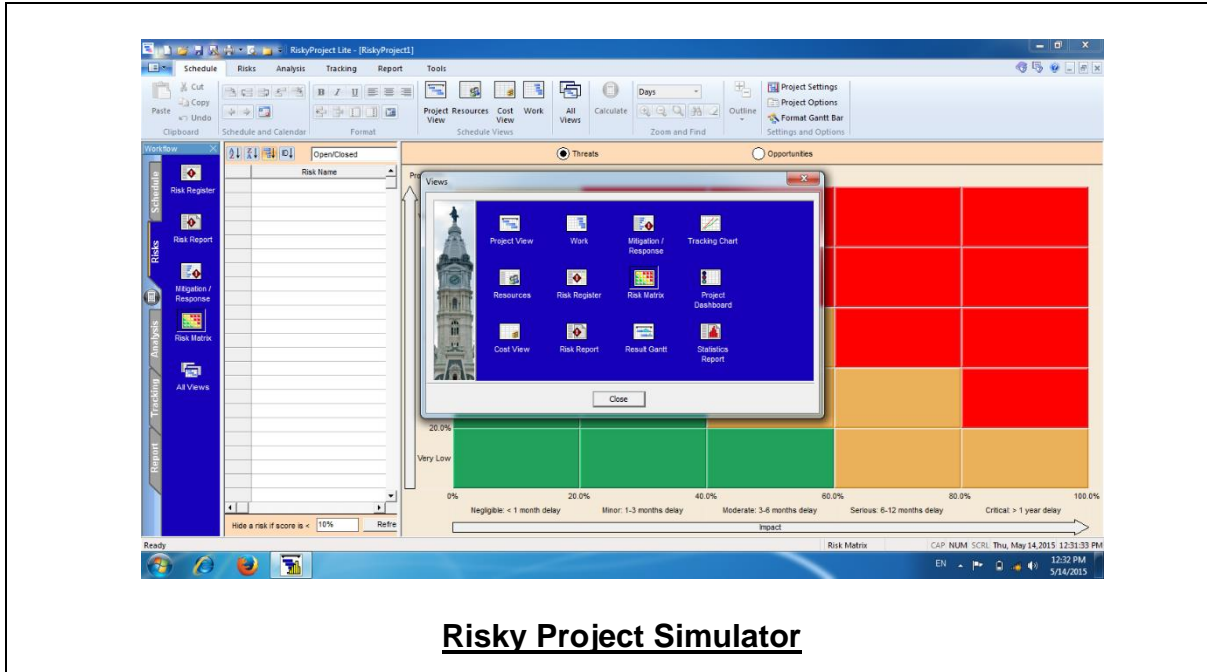
	<p>Title: A Guide to the Project Management Body of Knowledge (PMBOK Guide)- Seventh Edition</p> <p>ISBN: 978-1628256642</p> <p>Author: Project Management Institute</p> <p>Publisher: Project Management Institute</p>
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	<p>Title : Rita Mulcahy's PMP Exam Prep, Tenth Edition</p> <p>ISBN : 978-1932735659</p> <p>Author : Rita Mulcahy</p> <p>Publisher: Rmc Pubns Inc</p>
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Simulator (Hands-on Practical Sessions)

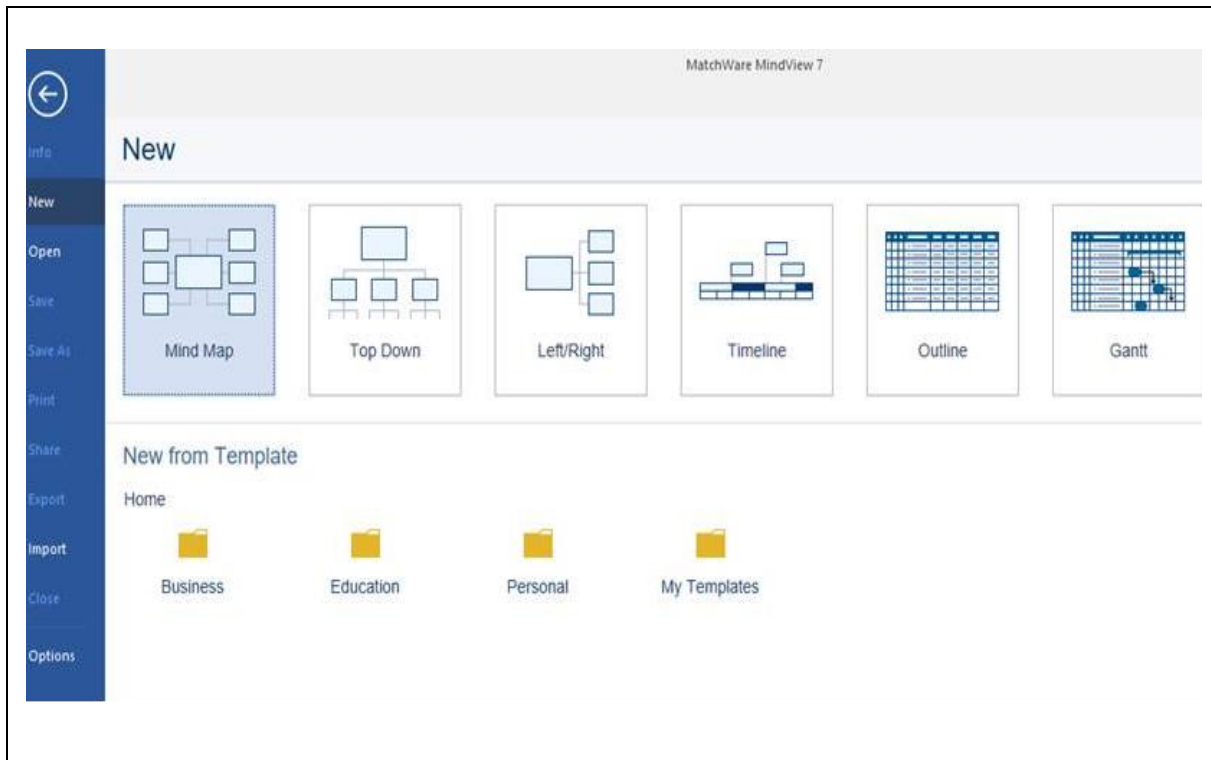
Practical sessions will be organized during the course for delegates to practice the theory learnt. Delegates will be provided with an opportunity to carryout various exercises using the “MS Project”, “Risky Project Software” and “Mindview Software”.



Risky Project Simulator



MS Project



Course Coordinator

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