Haward Technology Middle East

COURSE OVERVIEW PM0654
Achieving Project Management Excellence

Course Title
Achieving Project Management Excellence

Course Date
Session 1: August 03-07, 2025/Al Saffaniyah, Sheraton Dammam Hotel & Convention Centre, Dammam, KSA

Session 2: November 09-13, 2025/Tamra Meeting Room, Al Bandar Rotana Creek, Dubai, UAE
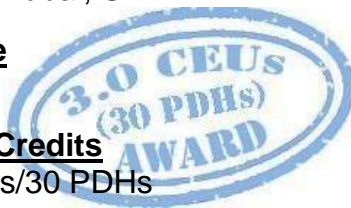
Course Reference
PM0654

Course Duration/Credits
Five days/3.0 CEUs/30 PDHs

3.0 CEUs (30 PDHs) AWARD

H-STK© INCLUDED

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 detailed and up-to-date overview of Achieving Project Management Excellence. It covers the excellence in project performance and the difference between good and great project managers; the role of the project manager from task manager to strategic enabler and cross-functional collaboration; the project governance and organizational alignment, project lifecycle and methodologies; and the scope, time and cost management excellence.

Further, the course will also discuss the strategic project selection and prioritization, integrated project planning and risk management for predictable delivery; the stakeholder engagement and communication, resource optimization and team management; the execution excellence framework, project monitoring, performance measurement and quality management in project execution; the procurement and contract management, change control and configuration management; the differences and overlap of project leadership and management; and developing a culture of project excellence.

During this interactive course, participants will learn the team building and conflict management, advanced communication techniques and decision-making and problem-solving; the expected benefits and outcomes, tracking and measuring benefits, bridging the gap between output and value; the project sustainability and ESG integration, project closure and knowledge management; and using retrospectives and feedback tools, Kaizen and Lean principles in PM and measuring project management maturity.

Course Objectives

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

- Achieve project management excellence in a professional manner

- Define excellence in project performance and discuss the difference between good and great project managers

- Define the role of the project manager from task manager to strategic enabler and cross-functional collaboration

- Carryout project governance and organizational alignment, project lifecycle and methodologies and scope, time and cost management excellence

- Apply strategic project selection and prioritization, integrated project planning and risk management for predictable delivery

- Employ stakeholder engagement and communication, resource optimization and team management

- Illustrate execution excellence framework, project monitoring, performance measurement and quality management in project execution

- Apply procurement and contract management including change control and configuration management

- Discuss the differences and overlap of project leadership and management and develop a culture of project excellence

- Apply team building and conflict management, advanced communication techniques and decision-making and problem-solving

- Define expected benefits and outcomes, track and measure benefits, bridge the gap between output and value and apply realization timeline beyond project closure

- Carryout project sustainability and ESG integration as well as project closure and knowledge management

- Use retrospectives and feedback tools, apply Kaizen and Lean principles in PM and measure project management maturity

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 achieving project management excellence for project managers, aspiring project managers, team leaders and supervisors, business analysts, department heads and functional managers, entrepreneurs and business owners, executives and senior management.

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:

Mr. Eric Horne, MBA, PMP, PMI-RMP & SMC, HNDPM, NDOWS, T3 (Mech), is a **Senior Project Management Consultant** with over **30 years** of training and industrial experience. His expertise lies extensively in the areas of **Projects**, **Contracts**, **Operations**, **Procurement**, **Production**, **Finance** and **Supply Chain** Management. Further, Mr. Horne is an expert in **Project Management** Professional (**PMP**), **Project Risk Management** Concepts, **Project Management** Processes, **Project Time** Management, **Project Cost** Management, **Project Quality** Management, **Quality** Assurance, **Project Human Resource** Management, **Project Integration** Management, **Project** Management Plan, **Project Work** Monitoring & Control, **Project Scope** Management, **Project Communications** Management, **Project Planning, Scheduling & Cost Control Professional**, **Project Scheduling & Cost Control**, **Program Management** Professional (**PgMP**), **Leadership Management**; **Communications** Management; **Interpersonal**, **Teamwork & Team** Management; **Adaptability & Learning**, **Marketing** Management; **Customer Care** Management; Sales & Marketing, Branding, **Account Development Strategy** & **Time** Management; **Facilitation & Business Presentation Management**; **Warehouse** & **Logistics** Management; **Data & Record** Management; Managerial **Economics**; **Marketing** Management; **Value Engineering**; **Change** Management; **Planning**, **Budgeting** & **Cost Control**; Strategic Thinking, **Re-Engineering** & **Risk** Management; **Production Planning** & **Control**; and Service Level Agreements (**SLA**). He is also well-versed in Business Law, Labour Law, Strategy Formulation, Resource Allocation, Continuous Improvement and Productivity Improvement. He is currently the **Senior Project Manager** of **APC Solutions** wherein he is responsible for the complete project life cycle including **initiating**, **planning**, **executing**, **monitoring & controlling** and **closing** as well as developing and presenting of various trainings within their organization.

Mr. Horne has worked for many blue chip companies such as **BHP Billiton**, **Eskom**, **Telecast Engineering**, **Adcorp**, **3M** and many more wherein he gained technical and broad experience in all facets of well-renowned large companies in various industries. His work started on the shop floor as an **Industrial Engineer**, Senior Work Study Officer, **Industrial Engineer**, **Industrial Sales Engineer**, **Lecturer**, **Consultant/Trainer**, **Project Specialist** and rising up to managerial positions like **Project Governance Development Manager**, **Senior Project Manager**, **Project Manager Specialist**, **Marketing Manager**, **Sales Manager**, **National Marketing & Training Manager**, **Change Manager**, **Regional Manager** and **Project & Training Manager**.

Mr. Horne has a **Master** degree in **Business Administration** from the **University of Wales**, **UK**. Further, he has a **Higher National Diploma** in **Production Management**, a **National Diploma** in **Organisation** & **Work Study** and a **T3 Mechanical Certificate**. Moreover, he is a **Certified Instructor/Trainer**, a **Certified PMI-Project Risk Management Professional** (**PMI-RMP**), a **Certified Project Management Professional** (**PMP**), a **Qualified SETA Assessor**, a **Certified Scrum Master** and a **Certified Assessor/Trainer** by the **Institute of Leadership & Management** (**ILM**). He has further delivered numerous trainings, courses, workshops, seminars and conferences worldwide.

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.

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.

Accommodation

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

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

0730 – 0800	*Registration & Coffee*
0800 – 0815	*Welcome & Introduction*
0815 – 0830	***PRE-TEST***
0830 – 0900	***Understanding Project Management Excellence*** *Defining Excellence in Project Performance • Key Success Factors & Benchmarks • Differences Between Good & Great Project Managers • Benefits of PM Excellence to Organizations*
0900 – 0930	***The Evolving Role of the Project Manager*** *From Task Manager to Strategic Enabler • Cross-Functional Collaboration • Managing Up, Down, & Across • Leading with Influence, Not Just Authority*
0930 – 0945	*Break*
0945 – 1100	***Project Governance & Organizational Alignment*** *Governance Structures & Steering Committees • Aligning Projects with Corporate Strategy • Role of the PMO in Excellence Frameworks • Governance versus Micromanagement*
1100 – 1230	***Project Lifecycle & Methodologies*** *Overview of Project Phases (Initiation to Closure) • Waterfall versus Agile versus Hybrid Models • Fit-For-Purpose Methodology Selection • Methodology Integration with Governance*
1230 – 1245	*Break*

1245 – 1330	**Scope, Time, & Cost Management Excellence** *Developing Accurate WBS & Scope Statements • Time Estimation Best Practices • Budgeting & Cost Baseline Setup • Managing the Iron Triangle Effectively*
1330 – 1420	**Workshop: Assessing Your Current PM Maturity** *PM Maturity Models (OPM3, CMMI, etc.) • Self-Assessment Across Knowledge Areas • Identifying Improvement Opportunities • Creating a Personal Excellence Roadmap*
1420 – 1430	**Recap** *Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow*
1430	*Lunch & End of Day One*

Day 2

0730 – 0830	**Strategic Project Selection & Prioritization** *Linking Project Selection to Strategic Goals • Portfolio Management Principles • Project Scoring & Ranking Techniques • Balancing Risk, ROI & Value*
0830 – 0930	**Integrated Project Planning** *Developing Comprehensive Project Management Plans • Aligning Scope, Schedule, & Cost Baselines • Integrating Quality, Risk, Procurement, & HR Plans • Tools for Integrated Planning (Primavera/MSP)*
0930 – 0945	*Break*
0945 – 1100	**Risk Management for Predictable Delivery** *Identifying, Assessing, & Categorizing Risks • Proactive Risk Mitigation Planning • Monitoring & Controlling Project Risks • Risk Registers & Escalation Protocols*
1100 – 1230	**Stakeholder Engagement & Communication** *Stakeholder Mapping & Influence Strategies • Managing Expectations Through Engagement • Communication Planning & Feedback Loops • Conflict Resolution & Stakeholder Alignment*
1230 – 1245	*Break*
1245 – 1330	**Resource Optimization & Team Management** *Resource Leveling versus Resource Smoothing • Building High-Performing Project Teams • Delegation & Workload Balancing • Managing Remote or Hybrid Teams*
1330 – 1420	**Case Study: Strategic Execution Gone Right** *Analysis of a Real-World Successful Project • Key Factors of Excellence • Lessons in Planning, Leadership, & Execution • Group Discussion & Learnings*
1420 – 1430	**Recap** *Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow*
1430	*Lunch & End of Day Two*

Day 3

0730 – 0830	**Execution Excellence Framework** *The "Execution Discipline" Concept • Daily Management Practices • Tracking Deliverables & Milestones • Execution Assurance Reviews*
0830 – 0930	**Project Monitoring & Performance Measurement** *Key Metrics: SPI, CPI, EVM Principles • Real-Time Dashboards & Control Charts • Forecasting Project Performance • Corrective Actions & Adaptive Control*
0930 – 0945	*Break*
0945 – 1100	**Quality Management in Project Execution** *Quality Planning, Assurance, & Control • Inspection, Testing, & Acceptance Criteria • Continuous Improvement Cycles (PDCA) • Non-Conformance Management*
1100 – 1230	**Procurement & Contract Management** *Contract Types & Risk Sharing • Vendor Selection & Evaluation • Managing Supplier Performance • Contract Closure & Lessons Learned*
1230 – 1245	*Break*
1245 – 1330	**Change Control & Configuration Management** *Scope Change Impact Analysis • Integrated Change Control Boards (CCBs) • Configuration Tracking & Documentation • Avoiding Scope Creep & Gold Plating*
1330 – 1420	**Workshop: Execution Control Simulation** *Simulated Project Performance Dashboard • Identifying Deviations & Root Causes • Proposing Corrective Actions • Team Presentations & Feedback*
1420 – 1430	**Recap** *Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow*
1430	*Lunch & End of Day Three*

Day 4

0730 – 0830	**Project Leadership versus Management** *Differences & Overlap • Servant Leadership in Projects • Emotional Intelligence for PMs • Leading Under Pressure*
0830 – 0930	**Developing a Culture of Project Excellence** *Defining a Culture of Accountability • Embedding Excellence in PMO Processes • Recognizing & Rewarding Project Success • Continuous Learning & Improvement*
0930 – 0945	*Break*
0945 – 1100	**Team Building & Conflict Management** *Stages of Team Development (Tuckman Model) • Managing Team Dynamics • Resolving Interpersonal & Functional Conflicts • Building Trust & Commitment*
1100 – 1230	**Advanced Communication Techniques** *Communication Styles & Preferences • Stakeholder Storytelling & Visuals • Difficult Conversations & Negotiations • Communication Audits & Adjustments*

1230 – 1245	*Break*
1245 – 1330	***Decision-Making & Problem-Solving*** *Decision-Making Models (RAPID, DECIDE) • Root Cause Analysis (Fishbone, 5 Whys) • Group Decision Tools (Delphi, NGT) • Making Data-Driven Decisions*
1330 – 1420	***Role Play: Navigating Project Crises*** *Scenario-Based Role Playing • Practicing Crisis Communication • Applying Leadership & Decision-Making Under Pressure • Peer Feedback & Coaching*
1420 – 1430	***Recap*** *Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow*
1430	*Lunch & End of Day Four*

Day 5

0730 – 0830	***Benefits Realization & Value Management*** *Defining Expected Benefits & Outcomes • Tracking & Measuring Benefits • Bridging the Gap Between Output & Value • Realization Timeline Beyond Project Closure*
0830 – 0930	***Project Sustainability & ESG Integration*** *Sustainability Goals in Project Design • Environmental & Social Impact Considerations • ESG Reporting in Project Execution • Sustainable Procurement Practices*
0930 – 0945	*Break*
0945 – 1030	***Project Closure & Knowledge Management*** *Final Acceptance & Deliverables Checklist • Conducting Lessons Learned Sessions • Knowledge Capture & Transfer Tools • Celebrating Success & Closure Rituals*
1030 – 1130	***Continuous Improvement & Feedback Loops*** *Using Retrospectives & Feedback Tools • Kaizen & Lean Principles in PM • Incorporating Lessons into Future Projects • Building a Feedback-Driven Team*
1130 – 1230	***Measuring Project Management Maturity*** *Using Maturity Models (PMI, OPM3, PRINCE2) • Evaluating Performance Across Domains • Defining Maturity-Based Improvement Plans • Benchmarking Against Industry Leaders*
1230 – 1245	*Break*
1245 – 1345	***Capstone: Project Excellence Action Plan*** *Developing A Personal/Project Team Action Plan • Identifying Next Steps for Organizational Excellence • Group Presentations & Facilitator Feedback • Final Wrap-Up & Commitment to Change*
1345 – 1400	***Course Conclusion*** *Using this Course Overview, the Instructor(s) will Brief Participants about the Course Topics that were Covered During the Course*
1400 – 1415	***POST-TEST***
1415 – 1430	*Presentation of Course Certificates*
1430	*Lunch & End of Course*

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 "Mindview Software" and "Raidlog Simulator".

Word

Mind map

Mindview Software

Raidlog Simulator

Course Coordinator

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