



COURSE OVERVIEW PM0546 **Certified Project Coordinator**

Course Title

Certified Project Coordinator

Course Date/Venue

September 13-17, 2026/TBA Meeting Room, Royal Tulip Muscat Hotel, Muscat, Oman

Course Reference

PM0546

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 software tools.

This course is designed to provide participants with a detailed and up-to-date overview of Project Coordination. It covers the characteristics of projects, project versus operations management, benefits of effective project management and project success criteria and constraints; the project management frameworks and standards; the roles and responsibilities of the project coordinator; the project life cycle management and stakeholder identification, communication and project initiation and business case; and the scope planning and work breakdown structure (WBS), schedule development and resource planning.



Further, the course will also discuss the cost estimation and budgeting, project risk management, project documentation and coordination; the project execution management, project monitoring, performance measurement and quality management; the change management, procurement, contract coordination, team leadership and communication; the project reporting and dashboard management; and the issue and problem management, time management, prioritization and leadership and professional skills.



During this interactive course, participants will learn the project coordination tools, preparation for project closeout and structure project closeout process; the barriers to successful project closeout, financial, administrative and legal closure; and the lessons learned and continuous improvement, project handover and organization transition.

Course Objectives/Outcomes & Benefits for the Participants

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

- Get certified as a “*Certified Project Coordinator*”
- Discuss the characteristics of projects, project versus operations management, benefits of effective project management and project success criteria and constraints
- Recognize project management frameworks and standards including the roles and responsibilities of the project coordinator
- Illustrate project life cycle management and stakeholder identification, communication and project initiation and business case
- Carryout scope planning, work breakdown structure (WBS), schedule development and resource planning
- Employ cost estimation and budgeting, project risk management and project documentation and coordination
- Apply project execution management, project monitoring, performance measurement and quality management
- Carryout change management, procurement and contract coordination, team leadership and communication as well as project reporting and dashboard management
- Apply issue and problem management, time management and prioritization including leadership and professional skills
- Use project coordination tools, prepare for project closeout and apply structure project closeout process
- Identify barriers to successful project closeout including financial, administrative and legal closure
- Apply lessons learned and continuous improvement as well as project handover and organization transition

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 coordination for project managers, team leaders, supervisors, project planning engineers, engineers, business analysts, operations coordinators, construction coordinators, engineering coordinators, contract coordinators, procurement coordinators, project control officers, PMO (project management office) coordinators, project coordinators, site coordinators, project analysts and other technical staff.

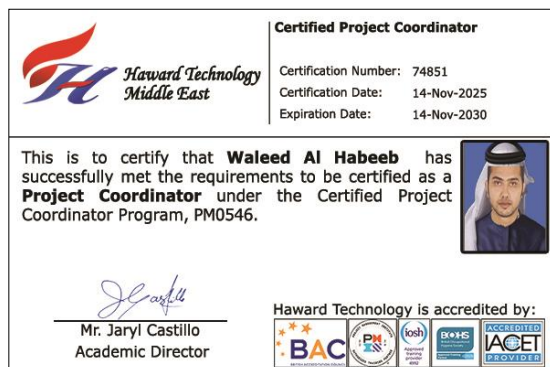
Course Certificate(s)

- (1) Internationally recognized Competency Certificates and Plastic Wallet Cards will be issued to participants who completed a minimum of 80% of the total tuition hours and successfully passed the exam at the end of the course. Successful candidate will be certified as a “*Certified Project Coordinator*”. Certificates are valid for 5 years.

Recertification is FOC for a Lifetime.

Sample of Certificates

The following are samples of the certificates that will be awarded to course participants:-





- (2) Official Transcript of Records will be provided to the successful delegates with the equivalent number of ANSI/IACET accredited Continuing Education Units (CEUs) earned during the course.

** Haward Technology * CEUs * Haward Technology * CEUs * Haward Technology * CEUs * Haward Technology **

Haward Technology Middle East
Continuing Professional Development (HTME-CPD)

CEUs

CEU Official Transcript of Records

TOR Issuance Date: 14-Nov-25
HTME No. 74851
Participant Name: Waleed Al Habeeb

Program Ref.	Program Title	Program Date	No. of Contact Hours	CEU's
PM0546	Certified Project Coordinator	Nov 10-14, 2025	30	3.0

Total No. of CEU's Earned as of TOR Issuance Date **3.0**

TRUE COPY

Jaryl Castillo
Academic Director

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

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Certificate Accreditations

Haward's 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**. Haward's certificates are internationally recognized and accredited by the British Accreditation Council (BAC). 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.

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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 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 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, M.Com, B.Com (Hons), PMP, Industrial Psychologist (HPCSA Reg.), PMI-ATP Instructor PMI-PMP, PMI-CAPM Instructor is a **Senior Management Consultant & Project Management Professional** with over **30 years** of combined engineering, managerial, consulting, counseling, and international training experience across Africa, the Middle East, the Gulf region, and Europe. His expertise lies extensively in the areas of **Project & Contracts Management Skills, Project & Construction Management, Project Planning, Scheduling, Cost Control, and Earned Value Management, Project Management (Predictive, Agile, and Hybrid), PMO setup and governance, Project Delivery & Governance Framework, Project Management Practices, Project Management Disciplines,**

Risk and Contract Management (including contract development, tendering, dispute resolution, and claims), **Risk Identification Tools & Techniques, Project Life Cycle, Stakeholder Management and Communication, Performance Coaching and Difficult Conversations, 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, Leadership Orientation Programme, Leadership & Team Development, Psychology of Leadership, Interpersonal Skills & Teamwork, Coaching & Mentoring, Innovation & Creativity, Leadership & Performance Management, Leadership Communication, Leadership Excellence for Senior Management, Supervisory, Leadership, Coaching & Mentoring, Leadership, Communications & Interpersonal Skills, Administrative Leadership Skills, Office Management & Administration Skills, 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, Coaching & Motivation, Creative Thinking & Problem-Solving Techniques, Emotional Intelligence and Resilience, Presentation Skills, Communication & Interpersonal Skills, Effective Communication & Influencing Skills, Effective Business Writing Skills, Writing Business Documents, Business Writing (Memo & Report Writing), Controlling Your Time & Managing Stress, Crisis Management and Decision-Making Under Pressure; and Customer Experience, Service Excellence, and Negotiation Skills, Strategic Human Resources Management, Change Management and Organizational Development, Human Capital and Talent Management (succession planning, performance management, competency frameworks, and behavioral assessment), Strategic Planning and Execution, Project 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 has also led or supported Training Needs Analyses (TNA), large-scale capability development programs, and leadership pipelines for technical, operational, and graduate employees.**

During his career life, Dr. Le Roux has gained his academic and field experience through his various significant positions and dedication as the **Training & Development General Manager, Departmental Head (Electrical), Project Manager, Account Manager, Commercial Sales Manager, Manager, Sales Engineer, Project Specialist, Psychology Practitioner, Senior Consultant/Trainer, Business Consultant, Assistant Chief Education Specialist, ASI Coordinator, Part-time Lecturer/Trainer, PMP & Scrum Trainer, Assessor & Moderator, Team Leader, Departmental Head, Senior HR Consultant, Senior Lecturer / Academic Supervisor, Technical Instructor/Qualifying Technician, Apprentice Electrician: Signals, International Trainer, 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 and CBM Training.

Dr. Le Roux has a **PhD 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 Qualified Electrical & Mechanical Engineering** from **Germiston College, South Africa**. Further, he is a **Certified Project Management Professional (PMP)**, a **PMI Authorized Training Partner (ATP) Instructor**, a **Certified Associate in Project Management (PMI-CAPM)**, 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.

Learning Design & Customization

This course can be customized to the exact requirements of clients. Haward Technology is so proud of our huge capabilities in tailoring our courses to the training needs of our valued clients.

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 workshop for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1: Sunday, 13th of September 2026

0730 – 0800	Registration & Coffee
0800 – 0815	Welcome & Introduction
0815 – 0830	PRE-TEST
0830 – 0930	Introduction to Project Management Definition and Characteristics of Projects • Project Versus Operations Management • Benefits of Effective Project Management • Project Success Criteria and Constraints
0930 – 0945	Break
0945 – 1030	Project Management Frameworks & Standards PMBOK® Guide Principles • Agile, Waterfall, and Hybrid Approaches • Organizational Project Governance • International Project Management Best Practices
1030 – 1130	Roles & Responsibilities of the Project Coordinator Duties and Responsibilities of the Project Coordinator • Supporting the Project Manager • Coordination Across Functional Departments • Ethical and Professional Responsibilities
1130 – 1215	Project Life Cycle Management Project Initiation • Planning Phase • Execution and Monitoring • Closing Phase Overview

1215 – 1230	<i>Break</i>
1230 – 1330	Stakeholder Identification & Communication <i>Identifying Internal and External Stakeholders • Stakeholder Analysis Techniques • Communication Planning • Managing Stakeholder Expectations</i>
1330 – 1420	Project Initiation & Business Case <i>Project Charter Development • Defining Objectives and Deliverables • Business Justification • Project Authorization Process</i>
1420 – 1430	Recap <i>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</i>
1430	<i>Lunch & End of Day One</i>

Day 2: Monday, 14th of September 2026

0730 – 0830	Scope Planning & Work Breakdown Structure (WBS) <i>Defining Project Scope • Scope Statement Preparation • Creating the Work Breakdown Structure (WBS) • Scope Validation and Control</i>
0830 – 0930	Schedule Development <i>Activity Identification • Activity Sequencing • Critical Path Method (CPM) • Milestone Planning</i>
0930 – 0945	<i>Break</i>
0945 – 1100	Resource Planning <i>Human Resource Planning • Equipment and Material Allocation • Resource Leveling Techniques • Responsibility Assignment Matrix (RAM)</i>
1100 – 1215	Cost Estimation & Budgeting <i>Cost Estimating Techniques • Budget Development • Cost Baseline Preparation • Cost Monitoring Principles</i>
1215 – 1230	<i>Break</i>
1230 – 1330	Project Risk Management <i>Risk Identification Methods • Qualitative Risk Assessment • Risk Response Planning • Risk Monitoring and Reporting</i>
1330 – 1420	Project Documentation & Coordination <i>Document Management Systems • Version Control • Meeting Coordination • Action Item Tracking</i>
1420 – 1430	Recap <i>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</i>
1430	<i>Lunch & End of Day Two</i>

Day 3: Tuesday, 15th of September 2026

0730 – 0830	Project Execution Management <i>Coordinating Project Activities • Managing Project Teams • Resource Utilization • Work Authorization Systems</i>
0830 – 0930	Project Monitoring & Performance Measurement <i>Key Performance Indicators (KPIs) • Earned Value Management (EVM) Fundamentals • Schedule Performance Monitoring • Cost Performance Tracking</i>
0930 – 0945	<i>Break</i>
0945 – 1100	Quality Management <i>Quality Planning • Quality Assurance Activities • Quality Control Techniques • Continuous Quality Improvement</i>

1100 – 1215	Change Management Change Request Process • Change Impact Assessment • Configuration Management • Change Approval Procedures
1215 – 1230	Break
1230 – 1330	Procurement & Contract Coordination Procurement Planning • Vendor Coordination • Contract Administration • Procurement Documentation
1330 – 1420	Team Leadership & Communication Effective Team Coordination • Conflict Resolution • Meeting Facilitation • Progress Reporting Techniques
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: Wednesday, 16th of September 2026

0730 – 0830	Project Reporting & Dashboard Management Status Report Preparation • Executive Dashboards • Performance Trend Analysis • Project Documentation Updates
0830 – 0930	Issue & Problem Management Identifying Project Issues • Root Cause Analysis • Corrective Action Planning • Escalation Procedures
0930 – 0945	Break
0945 – 1100	Time Management & Prioritization Managing Competing Priorities • Scheduling Coordination • Productivity Improvement Techniques • Workload Balancing
1100 – 1215	Leadership & Professional Skills Communication Skills • Negotiation Fundamentals • Decision-Making Techniques • Professional Ethics
1215 – 1230	Break
1230 – 1330	Project Coordination Tools Microsoft Project Fundamentals • Gantt Chart Interpretation • Collaboration Platforms • Digital Project Management Tools
1330 – 1420	Preparing for Project Closeout Closeout Planning Activities • Deliverable Verification • Completion Checklists • Transition to Closing Phase
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: Thursday, 17th of September 2026

0730 – 0830	Structured Project Closeout Process Developing a Structured Project Closeout Plan • Obtaining Final Customer Acceptance and Sign-Off • Verifying Completion of All Contractual Deliverables • Conducting Formal Project Closure Meetings
0830 – 0930	Barriers to Successful Project Closeout Scope-Related Closeout Challenges • Project Lifecycle Barriers • Stakeholder Resistance and Unresolved Issues • Managing Incomplete Deliverables and Outstanding Actions

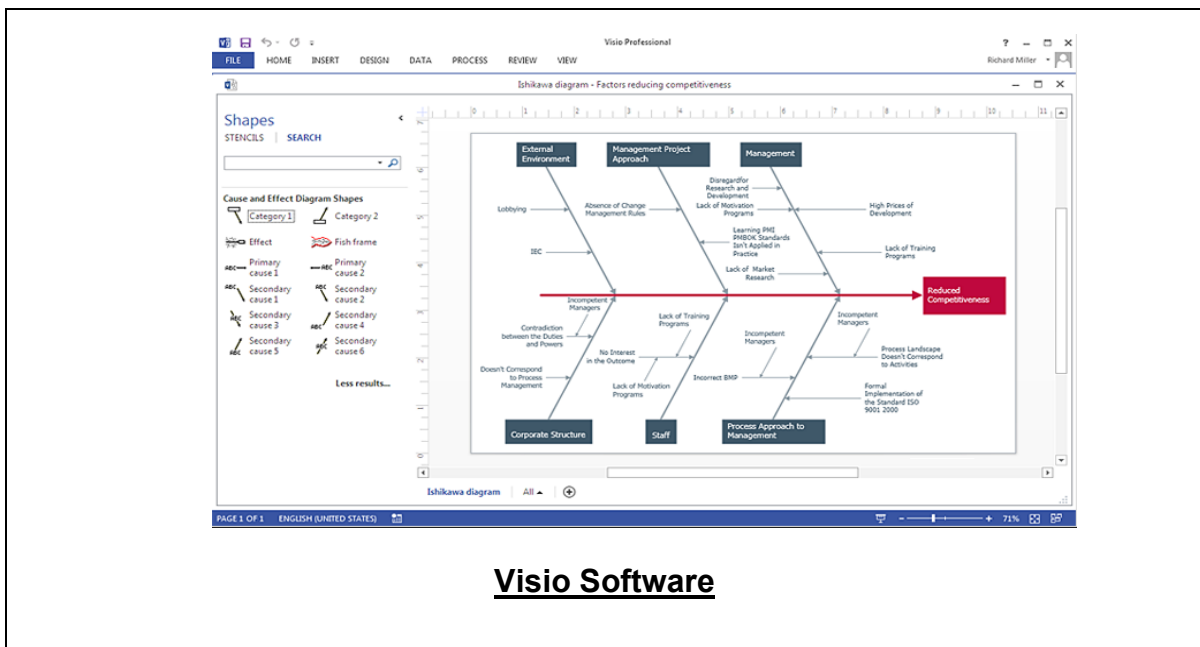
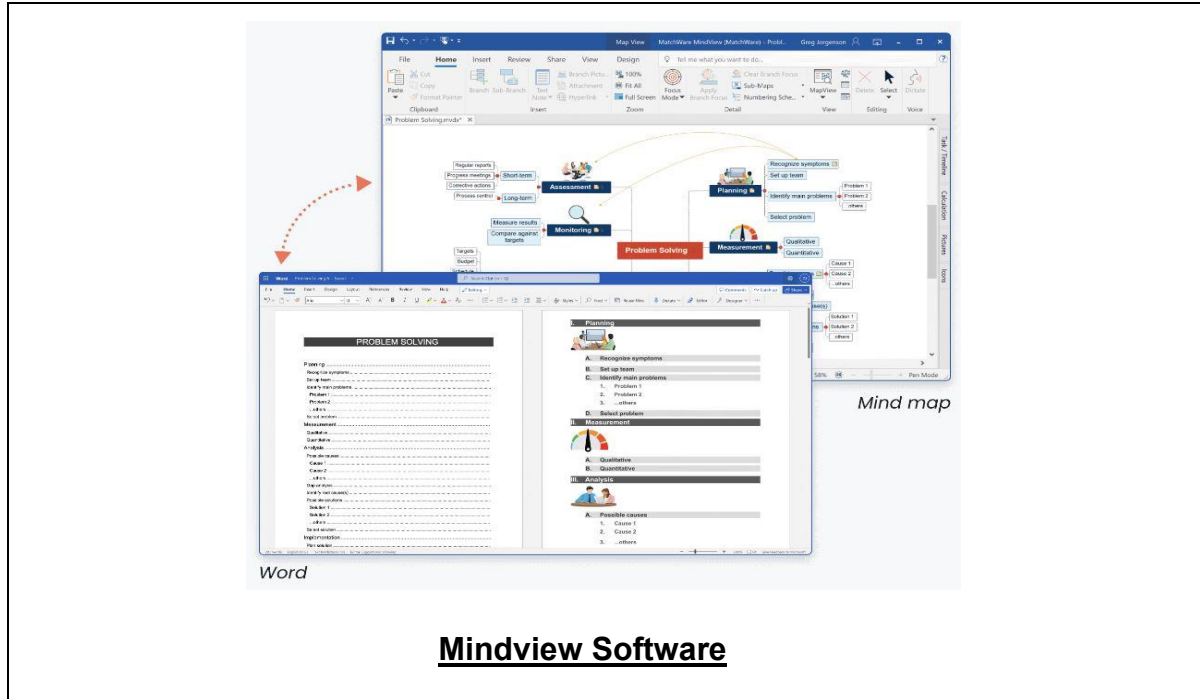
0930 – 0945	<i>Break</i>
0945 – 1100	<i>Financial, Administrative & Legal Closure</i> <i>Final Budget Reconciliation and Financial Closure • Contract Closeout and Procurement Completion • Administrative Documentation and Records Management • Legal Obligations, Warranties, and Compliance Requirements</i>
1100 – 1215	<i>Lessons Learned & Continuous Improvement</i> <i>Conducting Lessons Learned Workshops • Capturing Project Successes and Failures • Knowledge Management and Organizational Learning • Applying Lessons Learned to Future Projects</i>
1215 – 1230	<i>Break</i>
1230 – 1300	<i>Project Handover & Organizational Transition</i> <i>Operational Handover Procedures • Transitioning Deliverables to End Users • Support and Maintenance Planning • Project Benefits Realization Review</i>
1300 – 1315	<i>Course Conclusion</i> <i>Using this Course Overview, the Instructor(s) will Brief Participants about the Course Topics that were Covered During the Course</i>
1315 – 1415	COMPETENCY EXAM
1415 – 1430	<i>Presentation of Course Certificates</i>
1430	<i>Lunch & End of Course</i>

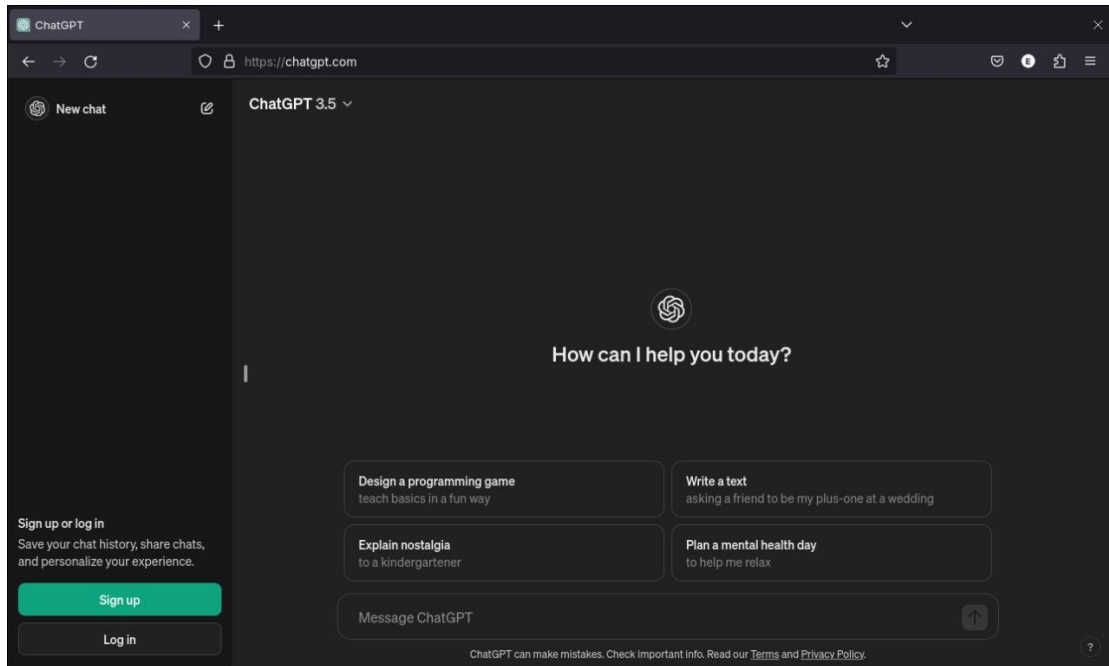
Practical Exercises Throughout the Course

- Develop a Project Charter for a sample project
- Create a Work Breakdown Structure (WBS)
- Build a project schedule with milestones and dependencies
- Perform a project risk assessment and develop a risk register
- Prepare project status reports and KPI dashboards
- Process change requests using a formal change control system
- Conduct stakeholder communication planning exercises
- Facilitate project coordination meetings and action tracking
- Prepare project closeout documentation and final acceptance forms
- Complete a lessons learned register and closeout checklist based on a realistic project case study

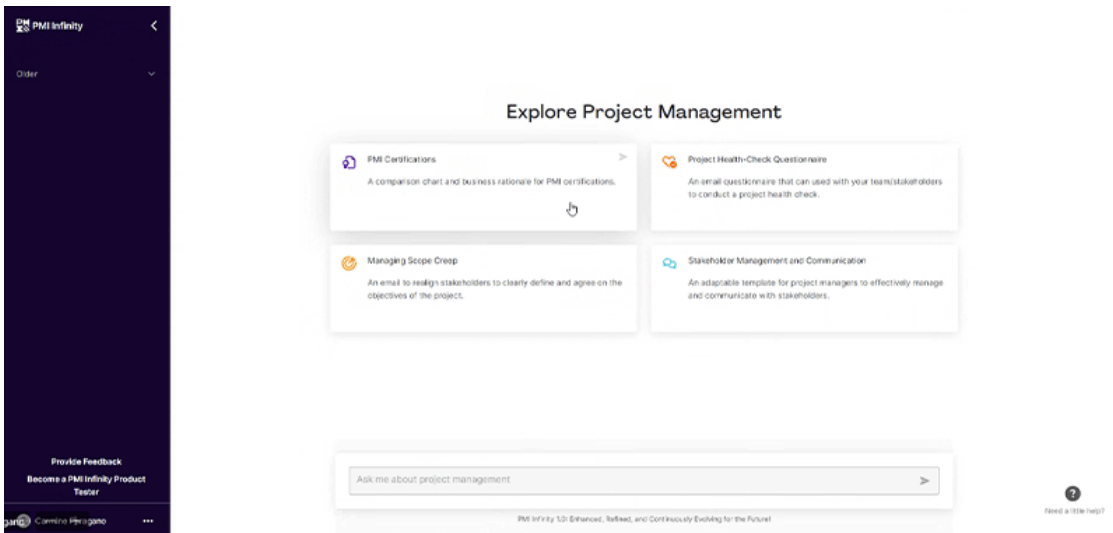
Software Tools Demonstration

Practical sessions will be demonstrated through software tools during the course for delegates. Delegates will have an opportunity to understand the exercises using the “Mindview Software”, “Visio Software”, “ChatGPT” and “PMI Infinity”.





ChatGPT Software



PMI Infinity

Course Coordinator

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