COURSE OVERVIEW PM0543
PMI Scheduling Professional (PMI-SP)
(PMI Exam Preparation Training)

Course Title
PMI Scheduling Professional (PMI-SP): *(PMI Exam Preparation Training)*

Course Date/Venue
May 04-08, 2025/Boardroom 1, Elite Byblos Hotel Al Barsha, Sheikh Zayed Road, Dubai, UAE

Course Reference
PM0543

Course Duration/Credits
Five days/4.0 CEUs/40 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 detailed and up-to-date overview of PMI scheduling professional (PMI-SP). It covers the domains of PMI-SP and the basics of project management; the stakeholder management and communication methods; the organizational structure, project charter, project scope management and work breakdown structure; the scheduling methods and schedule model management; the schedule data management plan and scheduling best practices; and the activities tools and techniques and sequence activities.

During this interactive course, participants will learn the estimating activity resources and program evaluation and review technique (PERT); predicting duration in agile projects; scheduling network analysis and the critical path method; the resource optimization techniques; controlling schedule and conducting a schedule risk analysis; updating and documenting a schedule risk analysis; and the project closing, cost management and forecasting.

The course will take you step-to-step through the latest planning and control techniques, particularly those used by the Project Management Software and the Project Management Body of Knowledge (both APM's book and PMI's PMBOK). The course is in line with the PMI knowledge requirements and with the relevant experience will enable the participant to apply to the PMI for acceptance to their examination for the PMI-PMP registration. (Details of the full PMI requirements are available on the PMI web-page, www.pmi.org)

Course Objectives

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

- Get prepared for the next PMI-SP exam and have enough knowledge and skills to pass such exam in order to get the PMI-SP certification from Project Management Institute (PMI)
- Discuss the domains of PMI-SP and the basics of project management
- Apply stakeholder management and communication methods
- Illustrate organizational structure, project charter, project scope management and work breakdown structure
- Carryout scheduling methods, schedule model management, schedule data management plan and scheduling best practices
- Plan schedule management, define activities tools and techniques and describe sequence activities
- Estimate activity resources, apply program evaluation and review technique (PERT) and predict duration in agile projects
- Carryout schedule network analysis, critical path method, and resource optimization techniques
- Control schedule, conduct a schedule risk analysis and update and document a schedule risk analysis
- Employ project closing, cost management and forecasting

PMI Recognition of Haward Courses

The Project Management Institute (**PMI**) recognizes Haward's Certificates and Continuing Education Units (CEUs).

The recognition and acceptance of our PDUs/CEUs fall under Categories E, F and G of PMI's "Professional Education" section at the PMP Application. Hence, what the delegates simply need to do is to complete this section as part of the PMP Application and submit it to PMI upon the receipt of Haward's certificates and ANSI/IACET's CEUs. PMI will automatically accept the delegates with 40 Contract Honors as a fulfillment of the required Professional Education.

Haward Technology, being the first **Authorized Provider** of the International Association for Continuing Education & Training (**IACET-USA**) in the Middle East, is authorized to award ANSI/IACET **CEUs** that are automatically accepted and recognized by the Project Management Institute (**PMI**).

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, sample video clips of the instructor's actual lectures & practical sessions during the course conveniently saved in a **Tablet PC**.*

Who Should Attend

This course provides an overview of all significant aspects and considerations of PMI scheduling professional (PMI-SP) for those with advanced knowledge and experience developing, managing and maintaining project schedules.

Exam Eligibility & Structure

To be eligible for the PMI-SP certification, you must meet certain educational and professional experience requirements. All project scheduling experience must have been accrued within the last five consecutive years prior to your application submission:-

Educational Background	Project Scheduling Experience	Project Scheduling Education
Secondary diploma (high school diploma, associate's degree or global equivalent)	At least 36 months spent in the specialized area of professional project scheduling within the last five consecutive years	40 contact hours of formal education in the specialized area of project scheduling*
OR		
Four-year degree (bachelor's degree or global equivalent)	At least 24 months spent in the specialized area of professional project scheduling within the last five consecutive years	30 contact hours of formal education in the specialized area of project scheduling*
OR		
Bachelor's or post-graduate degree from a GAC accredited program (bachelor's or master's degree or global equivalent	At least 12 months spent in the specialized area of professional project scheduling within the last five consecutive years	30 contact hours of formal education in the specialized area of project scheduling*

PMI-SP Certificate(s)

(1) PMI-SP certificates will be issued to participants who successfully passed the PMI-SP exam.

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Project Management Institute

THIS IS TO CERTIFY THAT

José Otávio Andrucioli

HAS BEEN FORMALLY EVALUATED FOR EXPERIENCE, KNOWLEDGE AND SKILLS IN THE SPECIALIZED AREA OF DEVELOPING AND MAINTAINING THE PROJECT SCHEDULE AND IS HEREBY BESTOWED THE GLOBAL CREDENTIAL

PMI Scheduling Professional (PMI-SP)®

IN TESTIMONY WHEREOF, WE HAVE SUBSCRIBED OUR SIGNATURES UNDER THE SEAL OF THE INSTITUTE

LuAnn Piccard, PMP | Chair, Board of Directors

Pierre Le Manh | President & CEO

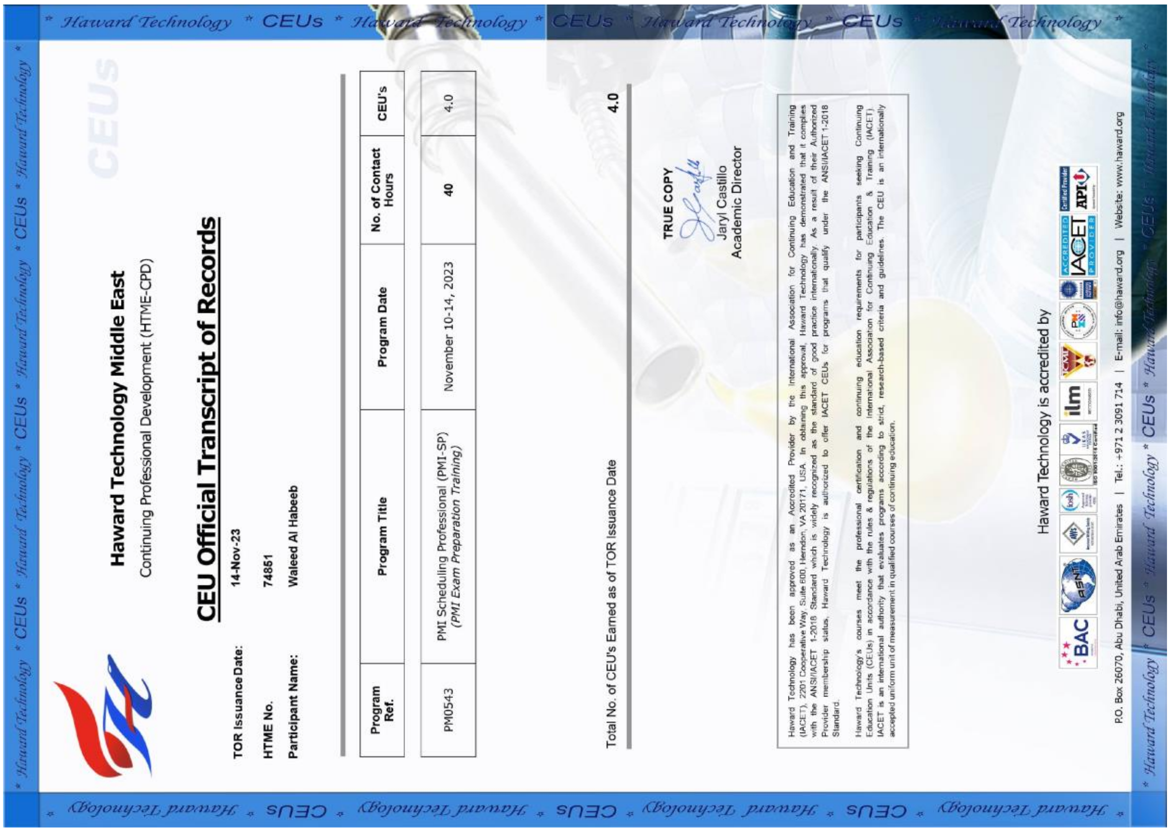
Certification Number: 3851783

Original Grant Date: 07 June 2024

Expiration Date: 07 June 2027

SAMPLE

(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 Middle East

Continuing Professional Development (HTME-CPD)

CEU Official Transcript of Records

TOR Issuance Date: 14-Nov-23

HTME No.: 74851

Participant Name: Waleed Al Habeeb

Program Ref.	Program Title	Program Date	No. of Contact Hours	CEU's
PM0543	PMI Scheduling Professional (PMI-SP) (PMI Exam Preparation Training)	November 10-14, 2023	40	4.0

Total No. of CEU's Earned as of TOR Issuance Date: 4.0

TRUE COPY

Jaryl Castillo
Academic Director

Haward Technology is accredited by

P.O. Box 26070, Abu Dhabi, United Arab Emirates | Tel.: +971 2 3091 714 | E-mail: info@haward.org | Website: www.haward.org

Certificate Accreditations

Certificates are accredited by the following international accreditation organizations: -

- Project Management Institute (PMI)

Haward Technology is an **Authorized Training Partner** of the **Project Management Institute (PMI)** (USA). We are strictly complying with the quality requirements and standards of PMI. Haward Technology is approved by PMI to issue contact hours and PDUs for those courses following the PMI requirements in addition to all PMI Project Management courses. Our trainers are Authorized by PMI to deliver the PMI Accredited courses and certification programs. As an Authorized Training Partner, Haward Technology has access to the latest and up-to-date PMI materials and resources available in the field of Project Management that will definitely improve the chances of success for participants attending Haward Technology courses.

The PMI Authorized Training Partner seal is a registered mark of **Project Management Institute, Inc.**

- 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 **3.5 CEUs** (Continuing Education Units) or **35 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.

- 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.

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. Manuel Dalas, MSc, BSc, PMI-PMP, is a **Senior Project & Management Consultant** with over **20 years** of industrial experience in **Oil**, **Gas**, **Refinery**, **Petrochemical**, **Power** and **Nuclear** industries. His wide expertise includes **Project** Management, **Project Management Professional** (**PMP**), **Project Risk Management Concepts**, **Project Management Framework**, **Integration** Management, **Scope** Management, **Time** Management, **Human Resource** Management, **Communications** Management, **Balanced Scorecard**, **Change** Management, **Contract** Management, **Procurement & Purchasing** Management, **Strategic & Planning** Management, **Root Cause Analysis**, **Quality Assurance** Management, **Claim & Counterclaim** Management, **Budgeting**, **Project Scheduling** and **Risk** Management. Further, he is also well-versed in **Petroleum Economics**, **Maintenance Planning & Scheduling**, **Maintenance & Reliability Management**, **Process Piping**, **Vibration Monitoring**, **Safety Relief Valve**, **Hydraulic**, **Heat Exchanger**, **Process Plant Start-Up**, **Commissioning & Troubleshooting**, **Process Plant Performance & Efficiency**, **Process Plant Optimization**, **Revamping & Debottlenecking**, **Hydrogen Sulfide** and **Flare Systems**. Currently, he is the **Technical Consultant** of the **Association of Local Authorities of Greater Thessaloniki** where he is in charge of the mechanical engineering services for piping, pressure vessels fabrications and ironwork.

During his career life, Mr. Dalas has gained his practical and field experience through his various significant positions and dedication as the **Technical Manager**, **Project Engineer**, **Safety Engineer**, **Deputy Officer**, **Instructor**, **Construction Manager**, **Construction Engineer**, **Consultant Engineer** and **Mechanical Engineer** for numerous multi-billion companies including the **Biological Recycling Unit** and the **Department of Supplies** of **Greece**, **Alpha Bank Group**, **EMKE S.A**, **ASTE LLC** and **Polytechnic College of Evosmos**.

Mr. Dalas has a **Master** degree in **Energy System** from the **International Hellenic University, School of Science & Technology** and a **Bachelor** degree in **Mechanical Engineering** from the **Mechanical Engineering Technical University of Greece** along with a **Diploma** in **Management & Production Engineering** from **Technical University of Crete**. Further, he is a **Certified Instructor/Trainer**, **Certified Internal Verifier/Trainer/Assessor** by the **Institute of Leadership & Management** (**ILM**) and a **Certified Project Manager Professional** (**PMI-PMP**), and also a **Certified Energy Auditor** for **Buildings**, **Heating & Climate Systems** and a **Member** of the **Hellenic Valuation Institute** and the **Association of Greek Valuers** and he is a **Licensed Expert Valuer Consultant** of the **Ministry of Development and Competitiveness**.

Accommodation

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

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.

Training Fee

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

Exam Fee

US$ 895 per Delegate + **VAT**.

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 – 0745	*Registration & Coffee*
0745 - 0800	*Welcome & Introduction*
0800 – 0815	***PRE-TEST***
0815 - 0915	***Introduction to PMI-SP*** *Prerequisites for the PMI-SP Exam • SP Credential Process Timeline • About the SP PMI Exam • Domain 1 – Schedule Strategy • Domain 1 – Schedule Strategy – Knowledge and Skills • Domain 2 – Schedule Planning and Development • Domain 3 – Schedule Monitoring and Controlling • Domain 3 – Schedule Monitoring and Controlling Knowledge and Skills • Domain 4 – Schedule Closeout • Domain 5 – Stakeholder Communications Management*
0915 - 0930	*Break*
0930 - 1115	***Basics of Project Management*** *PMBOK Guide • Advantages of Using Formal Project Management • Improved Customer Relations • Managing Projects • Subprojects • Project Constraints • Project Success • Projects and Strategic Planning • The Relationships Among Portfolios, Programs, and Projects • What is Project Management? • Portfolios and Portfolio Management • Project and Portfolio Managers • PMO • Primary Function of PMO • Project Management Software*
1115 – 1230	***Stakeholders & Communication*** *Stakeholders and Communication • Stakeholders • What is Stakeholder Management? • How Not to Go Wrong with Stakeholders? • Stakeholder Risk Attitudes • Communication • Project Communications Management Plan*
1230 – 1330	*Lunch*

1330 - 1415	***Stakeholders & Communication (cont'd)*** *Communication Methods • Who Needs Project Information? • Communication Channels • Communication Requirement Analysis • Additional Nodes • Project Governance • Project Success*
1415 - 1530	***Organizational Structure*** *Organizational Structure • Organizational Process Assets • Group 1: Processes and Procedures • Group 2: Corporate Knowledge Base • Enterprise Environmental Factors*
1530 - 1545	*Break*
1545 - 1605	***Project Charter*** *Project Charter • Key Stakeholders Who Might be Involved with the Project Charter • Project Charter Outline • Project Charter Sign-Off*
1605 - 1650	***Scope & WBS*** *Scope and WBS • Project Scope Management: Definition • Project Scope Management: What Does it Mean?*
1650 - 1700	***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*
1700	*End of Day One*

Day 2

0730 - 0810	***Scope & WBS (cont'd)*** *Scope Baseline • Project Scope Management • The Breakdown Structure*
0810 - 0930	***Scope & WBS (cont'd)*** *Inputs • Tools and Techniques • Decomposition • Tools and Techniques • Outputs • Scope Baseline*
0930 - 0945	*Break*
0945 - 1100	***Scope & WBS (cont'd)*** *Understanding the Various WBS Levels • A WBS (Know the Following) • Approaches for WBS Development • Understanding the Unique WBS Identifiers • The WBS Dictionary • Understanding Other Breakdown Structures*
1100 - 1130	***The Schedule Model Principles & Concepts*** *The Schedule Model Principles & Concepts • Why Scheduling? • Scheduling Methods • The Scheduling Tool • The Scheduling Model Instances • The Presentations • The Scheduling Model Instances and Presentations • Schedule Model Management • Schedule Data Management Plan*
1130 - 1200	***Scheduling Best Practices***
1200 - 1300	*Lunch*
1300 – 1430	***Plan Schedule Management*** *The Schedule Management Plan*
1430 - 1530	***Define Activities*** *Notes • Inputs • Define Activities Tools & Techniques*
1530 - 1545	*Break*
1545 - 1650	***Define Activities (cont'd)*** *Outputs • Define Activities: Best Practices*
1650 – 1700	***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*
1700	*End of Day Two*

Day 3

0730 - 0930	***Sequence Activities*** *Sequence Activities • Network Diagrams • Precedence Diagram Method (PDM) • Predecessor and Successor Logic • Notes • Incomplete and Dangling Logic • Early and Late Dates*
0930 - 0945	*Break*
0945 - 1115	***Sequence Activities (cont'd)*** *Techniques: 2- Dependency Determination • Note • Date Constraints • Techniques: 3- Applying Leads and Lags • Applying Leads and Lags • Output • Sequence Activities: Best Practices*
1115 - 1200	***Estimate Activity Resources*** *Estimate Activity Resources • Project Resources • Resources, Effort, and Duration • Loading Activities with Resources*
1200 – 1300	*Lunch*
1300 - 1400	***Estimate Activity Resources (cont'd)*** *Resource Estimates • Estimate Resources: Tools & Techniques • Estimate Resources: Outputs • Estimate Activity Resources: Best Practices*
1400 - 1530	***Estimate Activity Durations*** *Estimate Activity Durations • Calendars • Estimate Activity Durations: Tools and Techniques • Program Evaluation and Review Technique (PERT) • Factoring in Reserve Time*
1530 - 1545	*Break*
1545 - 1615	***Estimate Activity Durations (cont'd)*** *Predicting Duration in Agile Projects • Estimate Activity Duration Outputs*
1615 - 1650	***Develop Schedule (Part 1)*** *Develop Schedule • Note • Remember*
1650 - 1700	***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*
1700	*End of Day Three*

Day 4

0730 – 0930	***Develop Schedule (Part 1) (cont'd)*** *Remember: Schedule Management Plan • The Inputs • Schedule Network Analysis •Critical Path Method • Critical Path Example • Notes • Critical Chain Method CCM*
0930 - 0945	*Break*
0945 - 1145	***Develop Schedule (Part 2)*** *Resource Optimization Techniques • Resource Levelling Example • Modelling Technique • Applying Leads and Lags • Schedule Compression • Scheduling Tool Schedule Baseline • Schedule Data • Schedule Calendars • Project Management Plan Updates • Project Document Updates • Approve the Schedule*
1145 - 1230	***Control Schedule*** *Tools and Techniques*
1230 - 1330	*Lunch*
1330 - 1445	***Control Schedule (cont'd)*** *Outputs*
1445 – 1530	***Schedule Risk Analysis*** *Schedule Risk Analysis • Schedule Uncertainty and Risk • Merge Bias & Schedule Underestimation • Conducting a Schedule Risk Analysis*
1530 – 1545	*Break*

1545 - 1650	***Schedule Risk Analysis (cont'd)*** *Schedule Risk Analysis with Three-Point Duration Estimates • Schedule Risk Analysis with Risk Drivers • Prioritizing Risks*
1650 - 1700	***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*
1700	*End of Day Four*

Day 5

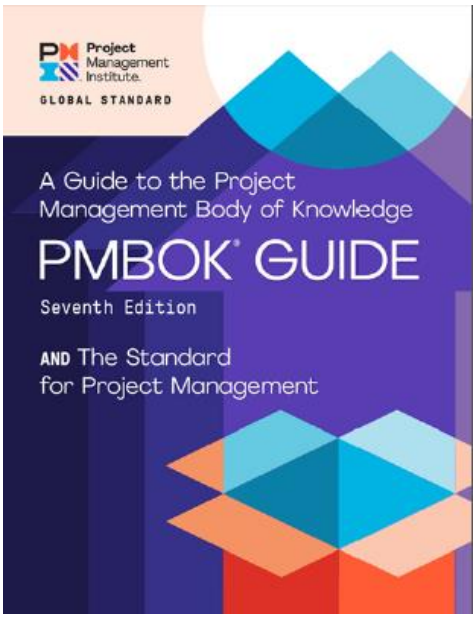
0730 – 0900	***Schedule Risk Analysis (cont'd)*** *Probabilistic Branching • Correlation • Schedule Contingency • Updating and Documenting a Schedule Risk Analysis • Schedule Risk Analysis: Best Practices*
0900 - 0915	*Break*
0915 - 0945	***Reporting & Closing*** *Project Closing*
0945 - 1200	***Cost Management*** *Project Cost Management Overview • Note • Plan Cost Management • Cost Management Plan • Estimate Costs • Overview • Best Management Practices*
1200 - 1300	*Lunch*
1300 – 1530	***Cost Management (cont'd)*** *Types of Cost • Note • What do we Need? • The Techniques • Tools & Techniques • Determine Budget • Output*
1530 – 1545	*Break*
1545 - 1615	***Cost Management (cont'd)*** *Control Costs • Inputs • Earned Value Management • Forecasting • To Complete Performance Index • Performance Review*
1615 – 1630	***Course Conclusion*** *Using this Course Overview, the Instructor(s) will Brief Participants about the Course Topics that were Covered During the Course*
1630 – 1645	***POST-TEST***
1645 – 1700	*Presentation of Course Certificates*
1700	*End of Course*

MOCK Exam

Upon the completion of the course, participants have to sit for a MOCK Examination similar to the exam of the Certification Body through Haward's Portal. Each participant will be given a username and password to log in Haward's Portal for the MOCK Exam during the 30 days following the course completion. Each participant has only one trial for the MOCK exam within this 30-day examination window. Hence, you have to prepare yourself very well before starting your MOCK exam as this exam is a simulation to the one of the Certification Body.

Book(s)

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

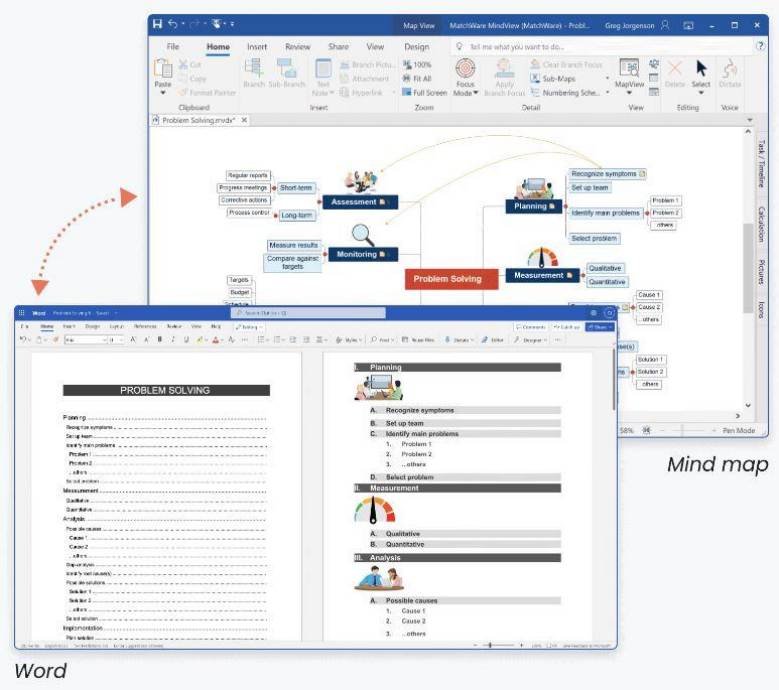


Title: A Guide to the Project Management Body of Knowledge (PMBOK Guide)-
ISBN: 978-1628256642
Author: Project Management Institute
Publisher: Project Management Institute

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 our state-of-the-art "MS Project" and "Mindview Software".

Microsoft Office Project
Enterprise Project Management Solution



Mindview Software

Course Coordinator

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