



COURSE OVERVIEW PM0095
Project Management Professional (PMI-PMP)
PMI Exam Preparation Training

Course Title

Project Management Professional (PMI-PMP)
PMI Exam Preparation Training

Course Date/Venue

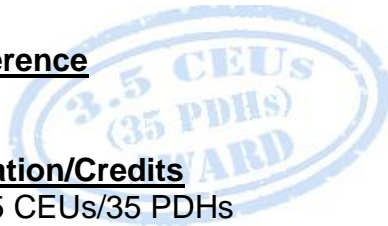
February 19-23, 2024/Fujairah Meeting Room,
Grand Millennium Al Wahda Hotel, Abu Dhabi,
UAE

Course Reference

PM0095

Course Duration/Credits

Five days/3.5 CEUs/35 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.



The acceptance of project management as a profession indicates that the application of knowledge, processes, skills, tools, and techniques can have a significant impact on project success. A project is a temporary endeavor undertaken to create a unique product, service, or result. The temporary nature of projects indicates that a project has a definite beginning and end. The end is reached when the project's objectives have been achieved or when the project is terminated because its objectives will not or cannot be met, or when the need for the project is no longer exists.



This course is designed to cover the PMI's project management body of knowledge (PMBOK). It provides guidelines for managing individual projects and defines project management related concepts. It also describes the project management life cycle and its related processes, as well as the project life cycle.





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)

The course is carefully developed to reflect the best practices that also match the training requirements of distinguished professional organizations such as the Project Management Institute (**PMI**) and **FIDIC**. The Professional Development Units/Hours (**PDUs**) or Continuing Education Units (**CEUs**) awarded to our participants are recognized by the Project Management Institute (**PMI**) and by the International Association for Continuing Education & Training (**IACET-USA**).

Course Objectives

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

- Get prepared for the next PMP exam and have enough knowledge and skills to pass such exam in order to get the PMI certification
- Discuss the foundation of business environment including strategic alignment
- Evaluate and deliver project benefits and value as well as execute project with the urgency required to deliver business value
- Support organizational culture, establish project governance structure and plan and manage compliance
- Collaborate and engage with stakeholders, manage communications and empower team members and stakeholders
- Ensure knowledge transfer for project continuity, engage and support virtual teams and lead a team
- Negotiate project agreements, build shared understanding and define team ground rules
- Determine appropriate project methodology/methods and practices
- Plan the projects and execute project with the urgency required to deliver business value
- Plan and manage the scope, project/phase closure or transition and schedule
- Build a team, plan and manage procurement and budget resources and assess and manage risk
- Plan and manage project compliance and quality of products/deliverables
- Integrate project planning activities, manage project changes and manage project artifacts
- Support team performance, promote team performance through the application of emotional intelligence and ensure team members/stakeholders are adequately trained
- Mentor relevant stakeholders, manage conflict, define team ground rules and implement continuous improvement
- Evaluate project progress, manage project issues and address and remove impediments, obstacles and blockers for the team
- Evaluate and address external business environment changes for impact on scope, manage project changes, negotiate project agreements and ensure knowledge transfer for project continuity



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**.

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 35 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**).

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. The course covers the PMI’s PMBOK for those interested to sit for the PMP exam.

Exam Eligibility & Structure

To be eligible for the PMP certification, you must meet certain educational and professional experience requirements.

Educational Background	Project Management Experience
High School Diploma or Associate’s degree	<ul style="list-style-type: none"> • Minimum five years/60 months of experience leading projects within the past eight years • 35 hours of project management education/training or CAPM Certification
OR	
Four-year degree (bachelor’s degree or global equivalent)	<ul style="list-style-type: none"> • Minimum three years/36 months of experience leading projects within the past eight years • 35 hours of project management education/training or CAPM Certification

PMI-PMP Certificate(s)

PMI-PMP certificates will be issued to participants who have successfully passed the PMI-PMP examination.



- (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)

CEU Official Transcript of Records


TOR Issuance Date: 14-Nov-22
HTME No: 74851
Participant Name: Waleed Al Habeeb

Program Ref.	Program Title	Program Date	No. of Contact Hours	CEUs
PM0095	Project Management Professionals (PMP-PMP) PMP Exam Preparation Training	November-10-14, 2022	35	3.5

Total No. of CEUs Earned as of TOR Issuance Date: **3.5**

TRUE COPY
Jaryll Castillo
Academic Director

Haward Technology is accredited by




Haward Technology has been approved as an Authorized Provider by the International Association for Continuing Education and Training (IACET) 2500 Cornerstone Way, Suite 500, Haddon, NJ, 07117, USA. In obtaining this approval, Haward Technology has demonstrated that it complies with the standards and requirements of IACET. The IACET accreditation is subject to annual review and re-approval. The IACET membership status, Haward Technology is authorized to offer IACET CEUs for programs that qualify under the ANSI/IACET 1:2013 Standard.

Haward Technology reserves the right to modify, suspend, or terminate its accreditation, including the ability to withdraw its accreditation. IACET is an international authority that evaluates programs according to self-research based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified sources of continuing education.

P.O. Box 26070, Abu Dhabi, United Arab Emirates | Tel.: +971 2 3951 714 | Email: info@haward.com | Website: www.haward.com

Certificate Accreditations


Certificates are accredited by the following international accreditation organizations: -

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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.**


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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 **3.5 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.

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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:



Dr. Joe Nel, PEng, PhD, MSc, MBA, BSc, PMI-PMP, is **Senior Project Management Consultant** with over **20 years** of experience within the **Oil, Gas** and **Petrochemical** industries. His expertise includes **Project Management, Project Risk Management, Risk Identification Tools & Techniques, Project Life Cycle, Project Stakeholder & Governance, Project Management Processes, Project Governance & Stage Management, Project Management Methodology, Project Integration Management, Project Management Plan, Project Work Monitoring & Control, Project Scope Management, Project Time Management, Project Cost Management, Project Quality Management, Value Engineering, Quality Assurance, Project Human Resource Management, Project Communications Management, Contract Management, Logistics & Supply Chain Management, Materials Management, Asset Management, Procurement & Purchasing Management, Quality Management System (QMS), Business Management, Time Management, Performance Management, Construction Management, Negotiation & Presentation Skills, Supervisory & Management Skills, Purchasing, Warehousing, Coaching & Mentoring** and **Strategic Decision Making**. Further, his experience includes resource management, systems development, financial analysis & forecast, risk identification & analysis and material appraisal. He is currently the **Senior Consultant** wherein he is responsible of the project management systems and processes.

During Dr. Nel's career life, he has shared his knowledge and practical expertise through numerous trainings worldwide and as a **Professor, Lecturer & Facilitator** of various **universities**. He has shown his expertise in challenging positions such as the **Project Manager, Senior Consultant, Senior Trainer, Office Manager, General Production Manager, Junior Design Engineer** and **Site Engineer**.

Dr. Nel is a **Registered Professional Engineer** by **ECSA**, has **PhD** in **Industrial Engineering**, **Master's** degrees in **Civil Engineering** and **Business Administration (MBA)** and a **Bachelor's** degree in **Civil Engineering** from the **University of Stellenbosch**. Further, he is an active **member** of the South African Institute of Civil Engineers (**SAICE**), the Institute of Municipal Engineers South Africa (**IMESA**) and the Project Management South Africa (**PMSA**). Moreover, he is a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management (ILM)** a **Certified Instructor/Lecturer, Project Management Professional** and has certifications in **PRINCE2 Foundations** and **Construction Management Program**. He has delivered numerous trainings, workshops, seminars, courses and conferences internationally.





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**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Exam Fee

US\$ 740 per Delegate + **VAT**.

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: Monday 19th of February 2024

0730 – 0745	Registration & Coffee
0745 – 0800	Welcome & Introduction
0800 – 0815	PRE-TEST
0815 – 0845	The Standard for Project Management Introduction
0845 – 0930	A System for Value Delivery Creating Value • Organizational Governance Systems • Functions Associate with Projects • The Project Environment • Product Management Considerations
0930 – 0945	Break
0945 – 1200	Project Management Principles Be a Diligent, Respectful & Caring Steward • Create a Collaborative Project Team Environment • Effectively Engage with Stakeholders • Focus on Value
1200 – 1300	Lunch
1300 – 1400	Project Management Principles (cont'd) Recognize, Evaluate & Respond to System Interactions • Demonstrate Leadership Behaviors • Tailor Based on Context • Build Quality into Processes & Deliverables
1400 – 1415	Break
1415 – 1550	Project Management Principles (cont'd) Navigate Complexity • Optimize Risk Responses • Embrace Adaptability & Resiliency • Enable Change to Achieve the Envisioned Future State
1550 – 1600	Recap
1600	End of Day One





Day 2: Tuesday 20th of February 2024

0730 – 0830	<i>Review</i>
0830 – 0930	<i>Project Management Body of Knowledge (PMBOK) Introduction</i>
0930 – 0945	<i>Break</i>
0945 – 1200	<i>Project Performance Domains</i> <i>Stakeholder Performance Domain • Team Performance Domain • Development Approach & Life Cycle Performance Domain</i>
1200 – 1300	<i>Lunch</i>
1300 – 1400	<i>Project Performance Domains (cont'd)</i> <i>Planning Performance Domain • Project Work Performance Domain • Delivery Performance Domain</i>
1400 – 1415	<i>Break</i>
1415 – 1550	<i>Project Performance Domains (cont'd)</i> <i>Measurement Performance Domain • Uncertainty Performance Domain</i>
1550 – 1600	<i>Recap</i>
1600	<i>End of Day Two</i>

Day 3: Wednesday, 21st of February 2024

0730 – 0830	<i>Review</i>
0830 – 0930	<i>Complete Project Performance Domains: Tailoring</i> <i>Overview • Why Tailor? • What to Tailor</i>
0930 – 0945	<i>Break</i>
0945 – 1200	<i>Complete Project Performance Domains: Tailoring (cont'd)</i> <i>The Tailoring Process • Tailoring the Performance Domains • Diagnostics • Summary</i>
1200 – 1300	<i>Lunch</i>
1300 – 1400	<i>Models, Methods & Artifacts</i> <i>Overview • Commonly Used Models • Models Applied Across Performance Domains</i>
1400 – 1415	<i>Break</i>
1415 – 1550	<i>Models, Methods & Artifacts (cont'd)</i> <i>Commonly Used Methods • Methods Applied Across Performance Domains • Commonly Used Artifacts • Artifacts Applied Across Performance Domains</i>
1550 – 1600	<i>Recap</i>
1600	<i>End of Day Three</i>

Day 4: Thursday, 22nd of February 2024

0730 – 0830	<i>Review</i>
0830 – 0930	<i>Complete Models, Methods & Artifacts</i>
0930 – 0945	<i>Break</i>
0945 – 1200	<i>Self Study/Review Briefly</i>
1200 – 1300	<i>Lunch</i>
1300 – 1345	<i>Appendix X1 Contributors (Names of Contributors)</i>
1345 – 1400	<i>Break</i>
1400 – 1550	<i>Appendix X2 Sponsor</i>
1550 – 1600	<i>Recap</i>
1600	<i>End of Day Four</i>



Day 5: Friday, 23rd of February 2024

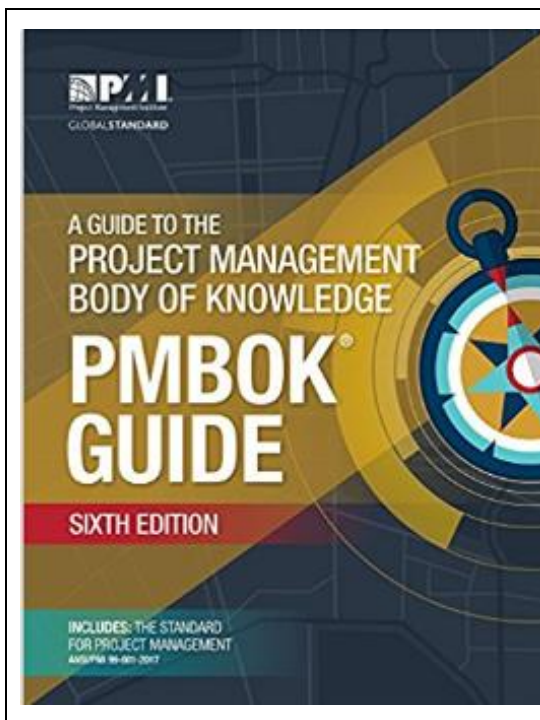
0730 – 0830	<i>Review</i>
0830 – 0930	<i>Appendix X3 the PMO</i>
0930 – 0945	<i>Break</i>
0945 – 1200	<i>Appendix X4 Product</i>
1200 – 1300	<i>Lunch</i>
1300 – 1345	<i>Appendix X5 Research & Development for the Standard for Project Management</i>
1345 – 1400	<i>Break</i>
1400 - 1500	<i>Ethics</i>
1500 - 1515	<i>Course Conclusion</i>
1515 – 1530	POST-TEST
1545 – 1600	<i>Presentation of Course Certificates</i>
1600	<i>End of Course</i>

MOCK Exam

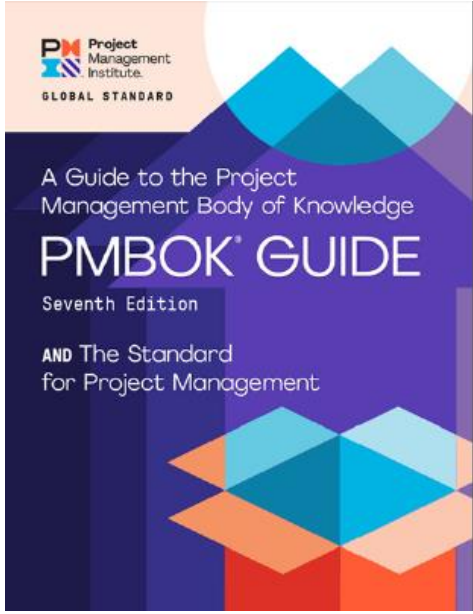
Upon the completion of the course, participants have to sit for a MOCK Examination similar to the exam of the Certification Body through Haward’s Portal. Each participant will be given a username and password to log in Haward’s Portal for the MOCK exam during the 7 days following the course completion. Each participant has only one trial for the MOCK exam within this 7-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: 9781628251845
Author: Project Management Institute
Publisher: Project Management Institute

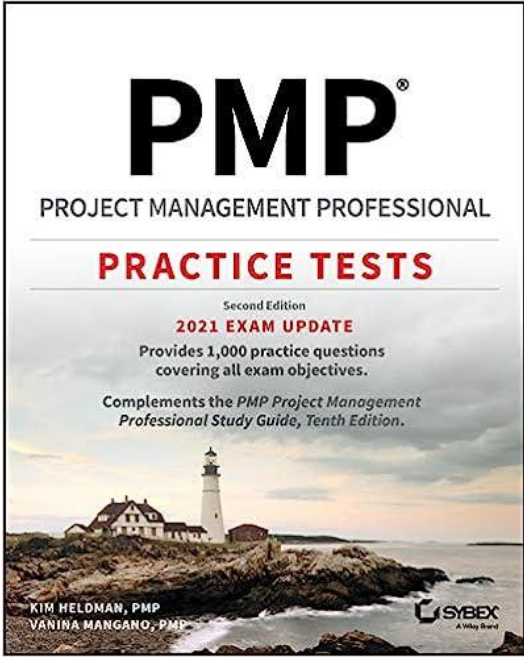


Title: A Guide to the Project Management Body of Knowledge (PMBOK Guide)-

ISBN: 978-1628256642

Author: Project Management Institute

Publisher: Project Management Institute



Title: PMP Project Management Professional Practice Tests: 2021 Exam Update

ISBN: 978-1119669845

Author: KIM HELDMAN, MBA, PMP
VANINA MANGANO, PMP

Publisher: Sybex Inc.U.S



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”.

The screenshot displays the Mindview Software interface. At the top, a window titled 'Map View' shows a mind map with a central node 'Problem Solving' and several branches including 'Assessment', 'Planning', 'Measurement', and 'Monitoring'. Below this, a 'Word' document is open, showing a 'PROBLEM SOLVING' template with various sections like 'Plan', 'Assess', 'Measure', and 'Monitor'. A red dashed arrow points from the mind map to the word document. The text 'Mind map' and 'Word' are overlaid on the image.

Mindview Software

The screenshot shows the RAIDlog Simulator interface. It features a 'FREE RAID Log Template + RAID Analysis' window. The main content is a spreadsheet with two tables. The first table is 'RAID ANALYSIS' and the second is 'RAID LOG'.

	A	B	C	D	E	F	G	H	I
4	RAID ANALYSIS								
5		RISKS	ASSUMPTIONS	ISSUES	DEPENDENCIES				
6	Critical	1	0	1	1	3			
7	High	0	0	0	1	1			
8	Moderate	1	1	0	0	2			
9	Low	0	0	1	0	1			
10	Negligible	0	0	0	0	0			
11	Total	2	1	2	2				
12	RAID LOG								
13	ID	Title	Description	Type	Classification	Comments			
14	1	Example 1		Assumption	Moderate				
15	2	Example 2		Risk	Critical				
16	3	Example 3		Risk	Moderate				
17	4	Example 4		Issue	Low				
18	5	Example 5		Dependency	High				
19	6	Example 6		Dependency	Critical				
20	7	Example 7		Issue	Critical				
21	8								
22	9								
23	10								
24	11								

Raidlog Simulator

Course Coordinator

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