COURSE OVERVIEW PM0006
Project Management 101

Course Title
Project Management 101

Course Date/Venue
July 14-18, 2025/Ajman Meeting Room, Grand Millennium Al Wahda Hotel, Abu Dhabi, UAE

Course Reference
PM0006

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

Course Description

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

This course is designed to provide participants with a detailed and up-to-date overview of Project Management Skill. It covers the importance of project management including key project management concepts and terminology; the project management process and project initiation; the project scope and objectives, project stakeholders and their needs; the project charter and work breakdown structure (WBS); creating a project plan and project schedule; the resource management and project resources; and estimating resource requirements and managing resource constraints.

Further, the course will also discuss the project risk management and identifying and assessing project risks; mitigating strategies for project risks; the impact of projects risks on the project timeline and budget; the project execution, project tasks, timelines and project resources; tracking project progress and making adjustments; the project monitoring and control; and measuring and tracking project performance.

During this interactive course, participants will learn the techniques for cost control and budget management and manage changes to the project plan; the quality management, developing quality assurance and quality control plans and measuring and tracking project quality; the communication and stakeholder management and developing a stakeholder communication plan; communicating project progress to stakeholders and managing stakeholder expectations; and the project closure, how to close out a project and conducting a post-project review.

Course Objectives

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

- Apply and gain a fundamental knowledge on project management skill
- Discuss the importance of project management including key project management concepts and terminology
- Illustrate the project management process and project initiation
- Identify project scope and objectives, project stakeholders and their needs
- Develop project charter and work breakdown structure (WBS) as well as create a project plan and project schedule
- Apply resource management, identify project resources, estimate resource requirements and manage resource constraints
- Carryout project risk management as well as identify and assess project risks
- Mitigate strategies for project risks and discuss the impact of projects risks on the project timeline and budget
- Employ project execution, manage project tasks, timelines and project resources and track project progress and make adjustments
- Apply project monitoring and control and measure and track project performance
- Implement techniques for cost control and budget management and manage changes to the project plan
- Carryout quality management, develop quality assurance and quality control plans and measure and track project quality
- Employ communication and stakeholder management and develop a stakeholder communication plan
- Communicate project progress to stakeholders and manage stakeholder expectations
- Apply project closure, how to close out a project and conduct a post-project review

Exclusive Smart Training Kit - H-STK®

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

Who Should Attend

This course provides an overview of all significant aspects and considerations of project management skill for non-project professionals, group team members, group leaders, consultants, project supports, technical leads, supervisors and project support staff.

Course Fee

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

Course Certificate(s)

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

Certificate Accreditations

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.

- 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.

Accommodation

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

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. Dimitry Rovas, CEng, MSc, PMI-PMP, SMRP-CMRP is a **Senior Project Management Consultant** with extensive industrial experience in **Oil**, **Gas**, **Power** and **Utilities** industries. His expertise includes **Project** Management, **Construction** Management, **Project** Management Planning & Control Techniques, **Project Risk** Management, **Project Budgeting** & **Cost** Management, **Project & Construction** Management, **Contract & Risk** Management, Project Leadership, Communication & Negotiation, **Project** Management Essentials, Writing Scope of Works, **Quality** Management, **Project Acceleration** Techniques, **Scope Control** Management, **Contract** Management, **Asset** Management, **Procurement & Purchasing** Management, **Warehousing**, Quality Management System (**QMS**), **Business** Management, **Project & Contracts** Management Skills, **Project & Construction** Management, **Project** Planning, Scheduling & Control, **Project** Management, Project Delivery & Governance Framework, **Project** Management Practices, **Project** Management Disciplines, **Project Risk** Management, **Risk** Identification Tools & Techniques, **Project** Life Cycle, **Project Stakeholder** & Governance, **Project Management** Processes, **Project Integration** Management, **Project** Management Plan, **Project Work** Monitoring & Control, **Project Scope** Management, **Project Time** Management, **Project Cost** Management, **Project Quality** Management, **Quality** Assurance, **Project Human Resource** Management, **Project Communications** Management, **Contract** Management, **Tender** Development, **Contract** Standards & Laws and **Dispute Resolution** & **Risk** Identification. Further, he is also well-versed in **Energy Conservation**, **Electricity Distribution Systems**, **Energy Saving**, **Combined Cycle Power Plant**, **Gas & Steam Turbines**, **Heat Transfer**, **Machine Design**, **Fluid Mechanics**, **Heating & Cooling** Systems, **Heat Insulation** Systems and **Heat Exchanger & Cooling Towers**. He was the **Project Manager** wherein he was managing, directing and controlling all activities and functions associated with the domestic heating/cooling facilities projects.

During his life career, Mr. Rovas has gained his practical and field experience through his various significant positions and dedication as the **EPC Project Manager**, **Field Engineer**, **Preventive Maintenance Engineer**, **Researcher**, **Instructor/Trainer**, **Telecom Consultant** and **Consultant** from various companies such as the Podaras Engineering Studies, Metka and Diadikasia, S.A., **Hellenic Petroleum Oil Refinery** and COSMOTE.

Mr. Rovas is a **Chartered Engineer** of the **Technical Chamber** of **Greece**. Further, he has **Master's** degree in **Mechanical Engineering** and **Energy Production & Management** from the **National Technical University of Athens**. Moreover, he is a **Certified Instructor/Trainer**, a **Certified Maintenance and Reliability Professional** (**CMRP**) from the Society of Maintenance & Reliability Professionals (**SMRP**), a **Certified Project Management Professional** (**PMP**), a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management** (**ILM**) and a **Certified Six Sigma Black Belt**. He is an active member of Project Management Institute (**PMI**), Technical Chamber of Greece and Body of Certified Energy Auditors and has further delivered numerous trainings, seminars, courses, workshops 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.

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, 14th of July 2025***

0730 – 0800	*Registration & Coffee*
0800 – 0815	*Welcome & Introduction*
0815 – 0830	***PRE-TEST***
0830 – 0900	***Introduction to Project Management***
0900 – 0930	***Definition of Project Management***
0930 - 0945	*Break*
0945 - 1030	***Importance of Project Management for Non-Project Professionals***
1030 - 1100	***Key Project Management Concepts & Terminology***
1100 - 1130	***The Project Management Process***
1130 - 1215	***Project Initiation***
1215 - 1230	*Break*
1230 - 1315	***How to Define Project Scope & Objectives***
1315 - 1420	***Identifying Project Stakeholders & Their Needs***
1420 – 1430	***Recap***
1430	*Lunch & End of Day One*

Day 2: ***Tuesday, 15th of July 2025***

0730 – 0830	***Developing a Project Charter***
0830 – 0930	***Project Planning***
0930 - 0945	*Break*
0945 - 1015	***How to Create a Project Plan***
1015 - 1045	***Developing a Work Breakdown Structure (WBS)***
1045 - 1115	***Creating a Project Schedule***
1115 - 1145	***Resource Management***
1145 - 1215	***Identifying Project Resources***
1215 - 1230	*Break*
1230 - 1315	***How to Estimate Resource Requirements***
1315 - 1420	***Managing Resource Constraints***
1420 – 1430	***Recap***
1430	*Lunch & End of Day Two*

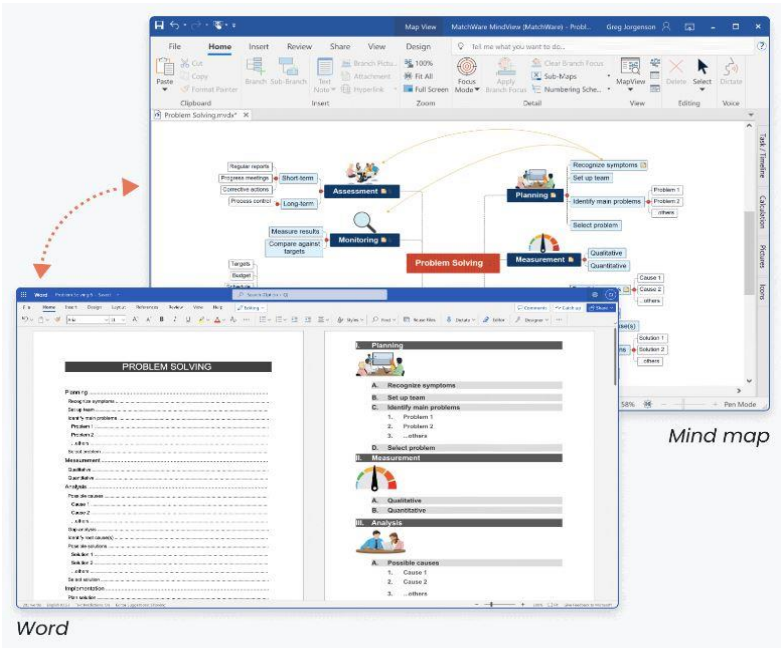
Day 3:	Wednesday, 16th of July 2025
0730 – 0830	***Project Risk Management***
0830 – 0930	***How to Identify & Assess Project Risks***
0930 - 0945	*Break*
0945 - 1030	***Mitigation Strategies for Project Risks***
1030 - 1100	***Impact of Project Risks on the Project Timeline & Budget***
1100 - 1130	***Project Execution***
1130 - 1215	***How to Manage Project Tasks & Timelines***
1215 - 1230	*Break*
1230 - 1315	***Managing Project Resources***
1315 - 1420	***Tracking Project Progress & Making Adjustments***
1420 – 1430	***Recap***
1430	*Lunch & End of Day Three*

Day 4:	Thursday, 17th of July 2025
0730 – 0830	***Project Monitoring & Control***
0830 – 0930	***How to Measure & Track Project Performance***
0930 - 0945	*Break*
0945 - 1030	***Techniques for Cost Control & Budget Management***
1030 - 1100	***Managing Changes to the Project Plan***
1100 - 1130	***Quality Management***
1130 - 1215	***How to Define Project Quality Requirements***
1215 - 1230	*Break*
1230 - 1315	***Developing Quality Assurance & Quality Control Plans***
1315 - 1420	***Measuring & Tracking Project Quality***
1420 – 1430	***Recap***
1430	*Lunch & End of Day Four*

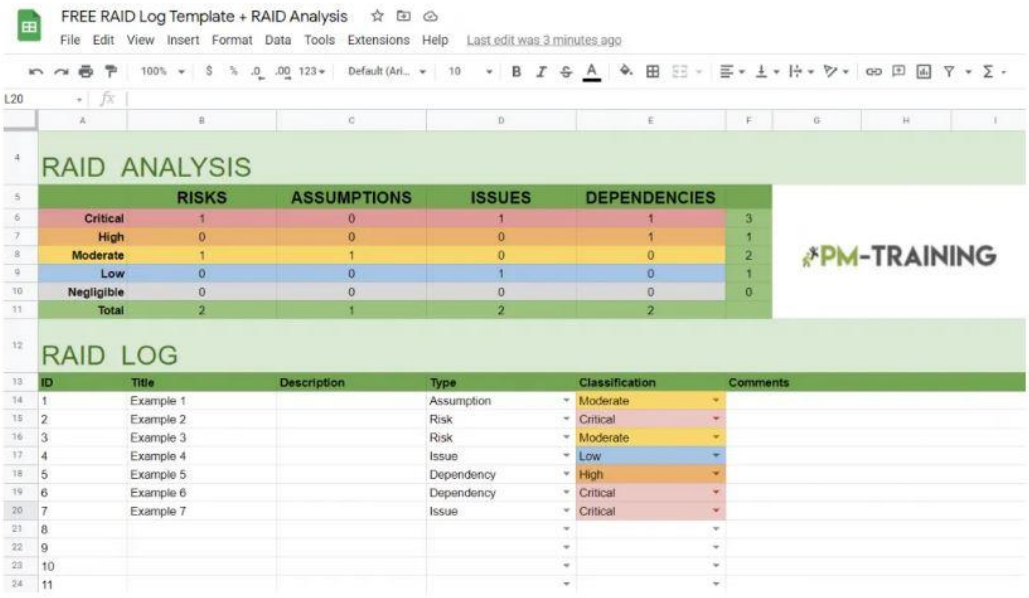
Day 5:	Friday, 18th of July 2025
0730 – 0830	***Communication & Stakeholder Management***
0830 – 0930	***Developing a Stakeholder Communication Plan***
0930 - 0945	*Break*
0945 - 1030	***Communicating Project Progress to Stakeholders***
1030 - 1100	***Managing Stakeholder Expectations***
1100 - 1130	***Project Closure***
1130 - 1215	***How to Close Out a Project***
1215 - 1230	*Break*
1230 - 1315	***Conducting a Post-Project Review***
1315 - 1345	***Lessons Learned & Continuous Improvement***
1345 - 1400	***Course Conclusion***
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”.



Mindview Software



Raidlog Simulator

Course Coordinator

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