COURSE OVERVIEW PM0500
Professional Project Leader
Project Planning, Scheduling, Monitoring, Reporting & Control
(Accredited by ILM)

Course Title
Professional Project Leader*: Project Planning, Scheduling, Monitoring, Reporting & Control (Accredited by ILM)*

Course Reference
PM0500

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

Course Date/Venue

Session(s)	Date	Venue
1	January 19-23, 2025	Al Khobar Meeting Room, Hilton Garden Inn, Al Khobar, KSA
2	July 06-10, 2025	Boardroom 1, Elite Byblos Hotel Al Barsha, Sheikh Zayed Road, Dubai, UAE
3	December 21-25, 2025	Slaysel 02 Meeting Room, Movenpick Hotel & Resort Al Bida'a Kuwait, City of Kuwait

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 for those incharge of project within industrial environment. It covers result oriented planning, project execution, project organizing, management of various project controls, project communications, project leadership and project acceleration techniques.

The course covers the project management; the result oriented planning; the project execution and organizing; the project control general; the project control through earned value; the critical chain project management; the project communications; the project leadership; the people control; the scope control; the project acceleration techniques; and the contractor/subcontractor control.

The course is carefully developed to reflect the best practices in the petroleum industry 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**).

During this interactive course, participants will learn the critical chain project management; incorporate critical chain theory in the planning process; manage multiple projects using critical chain project management; the communication requirements and linking communication requirements to stakeholders; develop a communications plan and implement and control project communications; the elements of people management, resource learning and project management; the importance of scope control and the methods in managing scope control; the project acceleration techniques, the reasons for acceleration, considerations before acceleration and implementation methods of acceleration; and the contractor/subcontractor control and managing major contractors/subcontractor.

Course Objectives

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

- Get certified as a *"Certified Project Leader"*
- Define leadership and identify successful leadership practices as well as the role and importance of motivation theories in effective project management
- Identify leadership styles using instruments
- Discuss and apply concept of situational leadership to project processes
- Lead project teams through more effective communication
- Describe predictable change stages and identify appropriate leadership strategies for each stage
- Create a leadership development plan and recognize leadership and teamwork
- Apply proper techniques and tools in managing project controls and implement professional methods in planning, organizing, executing, leading and controlling projects
- Control project schedule, scope, objectives, budget, resources, risks, changes, materials, challenges, information, organization, expectations, contractors and subcontractors and complete your projects successfully
- Employ result-oriented planning methods and techniques and utilize the best practice in resource leveling, project execution and project organizing
- Practice the Earned-Value techniques in controlling your projects and solve problems related to time, cost and resources
- Lead project teams professionally and manage project human recourses through effective communication, motivation and team building
- Implement scope control management, project acceleration techniques and use critical chain project management methodologies

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

The course provides an overview of all significant aspects and considerations of project management for those who are involved in the planning, scheduling, monitoring, reporting and control of project within the industrial environment. This includes engineers, project and team managers, leaders, project team members and business consultants.

Course Certificate(s)

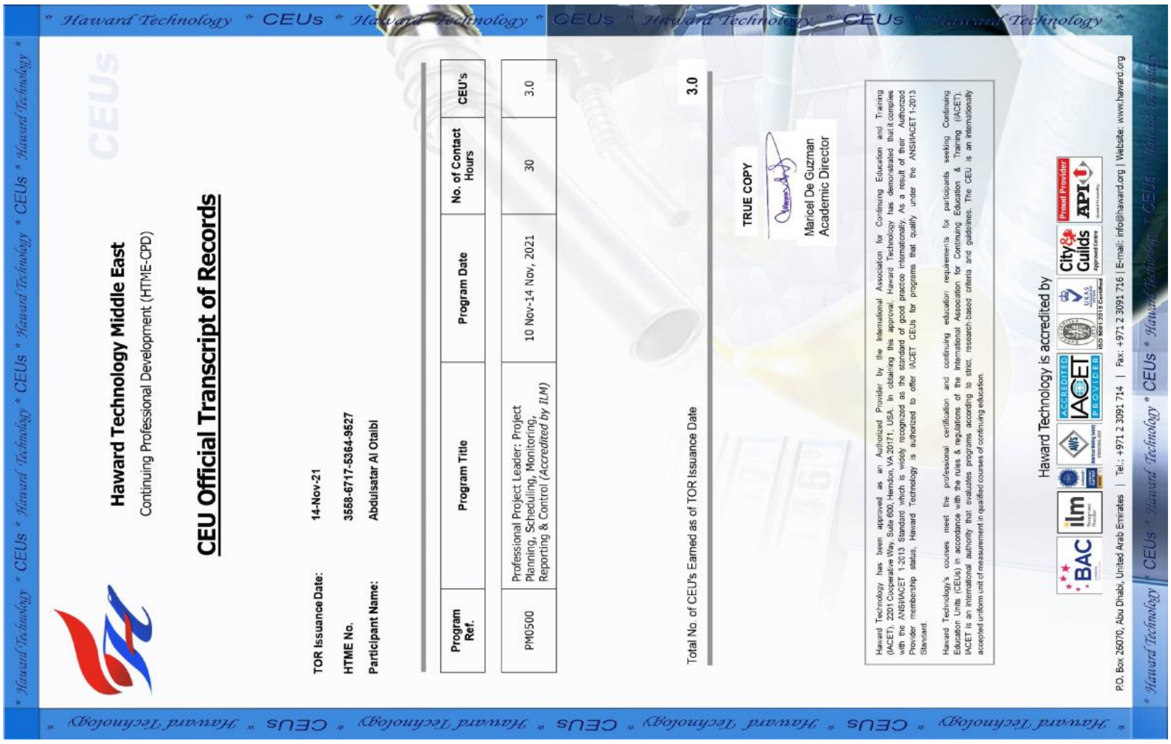
(1) Internationally recognized Competency Certificates and Plastic Wallet Cards will be issued to participants who completed a minimum of 80% of the total tuition hours and successfully passed the exam at the end of the course. Successful candidate will be certified as a "*Certified Project Leader*". 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 Middle East
Continuing Professional Development (HTME-CPD)

CEU Official Transcript of Records

TOR Issuance Date: 14-Nov-21
HTME No. 3558-6717-5364-9527
Participant Name: Abdulsattar Al Otaibi

Program Ref.	Program Title	Program Date	No. of Contact Hours	CEU's
PM0500	Professional Project Leader: Project Planning, Scheduling, Monitoring, Reporting & Control *(Accredited by ILM)*	10 Nov-14 Nov, 2021	30	3.0

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

TRUE COPY
Maricel De Guzman
Academic Director

Haward Technology is accredited by

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(3) Institute of Leadership & Management (ILM) Certificates will be issued to participants who have successfully completed the course and passed the exam at the end of the course.


ilm

Professional Project Leader: Project Planning, Scheduling, Monitoring, Reporting & Control

is awarded to
Abdulsattar Al Otaibi

through
Haward Technology Middle East

Awarded 14 November 2021

Kirstie Donnelly MBE
Director-General and Chief Executive Officer
The City and Guilds of London Institute

David Phillips
Managing Director
ILM

Certificate Accreditations

Certificates are accredited by the following international accreditation organizations:-

- ILM (City & Guilds Group)

  Haward Technology is a **Recognized Provider** by ILM under the **City & Guilds Group Business**. The ILM stands for excellence in leadership and management qualifications design, development and delivery under the City & Guilds of London Institute as the award-giving body for these qualifications. ILM recognizes and approves training providers and academic institutions that deliver quality-assured training and accredited qualifications. As a Recognized Provider of ILM, Haward Technology meets the quality assurance criteria of the ILM to deliver application-based leadership and management programs that meet international standards and professional benchmarks.

- 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 internationsal 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. **Drag Zic** is a **Senior Project Management Consultant** with over **30 years** of extensive experience. His expertise mainly covers **Project & Contract** Management; **Project** Management, **Planning**, **Budgeting** & **Cost Control**, **Scheduling**, **Budgeting** & **Cost Control**; **Project** Management Essentials, **Advanced Project** Management, **Project Reporting**, **Best Practices** for Managing Multiple Projects, **Document** Management, **Record** Management, **Leadership & Business**, **Performance** Management, **Customer Service** Management, **Quality** Management, **Risk** Management, **Data** Management Systems, **R&D**, **Research** Management, Leading Effective **Meetings**, **Leadership & Business**, **Presentation** Skills, **Decision Making** Skills, **Communication** Skills, **Negotiation** Skills, **Coaching & Mentoring**, **Performance** Management, **Customer Service** Management, **Critical Thinking & Creativity**, **Quality** Management and **Risk** Management. Further, he is well-versed in Analytical & Chemical Laboratory Management, Statistical Analysis of Laboratory Data, Statistical Method Validation & Laboratory Auditing, Sample Development & Preparation in Analytical Laboratory, Data Analysis Techniques, Laboratory Quality Management (ISO 17025), Applied Research & Technology, Basic Geology, Quality Assurance Assessment, Quantified Risk Assessment (**QRA**) as well as in Seismic Monitoring Systems, Seismological Software (4di, Xmts, OptiNet and ErrMap), Data Analysis, Rock Mass Stability Analysis, Seismic Budget Planning & Productivity Improvement Analysis, HazMap, ISO Standards as well as Balance Scorecard. He is currently the **Director** & **Principal Consultant** of **DRAMI** wherein he is responsible in formulating and executing the plans for applied research and technology transfer.

During Mr. Zic's career life, he had occupied several significant positions as the **Project Manager**, **Contract Manager**, **Programme Manager**, **Safety & Engineering Manager**, **Rock Engineering Manager**, **Laboratory Manager** and **Mine Seismologist** with different international companies.

Mr. Zic is a **Professional Natural Scientist**, has a **Bachelor's** degree in **Geology**, a **Diploma** in **Management Development Programme** and currently enrolled for **PhD** in **Wits University**. Further, he is a **Certified Instructor/Trainer**, a **Certified Trainer/Assessor** by the **Institute of Leadership & Management** (**ILM**) and an active member of various professional engineering bodies internationally like the European Geosciences Union (**EGU**), the Canadian Institute of Mining (**CIM**), the Project Management South Africa (**PSMA**), the European Association of Geoscientists and Engineers (**EAGE**), the South African Council for Natural Scientific Professions (**SACNASP**), the International Society for Rock Mechanics (**ISRM**) and the South African Geophysical Association (**SAGA**). He has further delivered numerous trainings, workshops, conferences and seminars internationally.

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.

Course Fee

Al Khobar	**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.
Dubai	**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.
Kuwait	**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 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

0730 – 0800	*Registration & Coffee*
0800 – 0815	*Welcome & Introduction*
0815 – 0830	***PRE-TEST***
0830 – 0930	***Project Management Overview*** *The PMI Framework ● Project Life Cycle ● Five Steps of Project Initiation ● BOSSCARD Framework ● Project Objectives, Scope & Constraints ● Stakeholder Analysis ● Project Roles & Responsibilities ● The Responsibility Assignment Matrix ● Sign-Off Process*
0930 – 0945	*Break*
0945 – 1100	***Project Leadership*** *Define Leadership & Identify Successful Leadership Practices ● Understand Role & Importance of Motivation Theories in Effective Project Management*
1100 – 1200	***Project Leadership (cont'd)*** *Identify Leadership Styles Using Instruments ● Discuss & Apply Concept of Situational Leadership to Project Processes*
1200 – 1215	*Break*
1215 - 1420	***Leadership & Management*** *Lead Project Teams Through More Effective Communication ●Describe Predictable Change Stages ● Identify Appropriate Leadership Strategies for Each Stage ● Create a Leadership Development Plan ● Leadership & Teamwork*
1420 – 1430	***Recap***
1430	*Lunch & End of Day One*

Day 2

0730 – 0930	***Result Oriented Planning*** *Communications Planning ● Risk Management ● Risk Management Life Cycle ● Risk Management Workshop ● Risk Response Strategies ● Sources of Change ● Scope Creep ● Change Control Processes ● Change Management Plan ● Change Control Log ● Responding to Approved Change ● Developing the WBS ● Decomposition*
0930 – 0945	*Break*
0945 – 1100	***Result Oriented Planning (cont'd)*** *The Sticky Note Technique ● Estimating Methods ● Compensation Considerations ● Dependency ● Precedence Relationships ● Networking Diagramming ● Critical Path Analysis (CPM) ● Using the Network Diagram (PERT) ● Creating the Schedule ● Resource Allocation ● Resource Leveling ● Schedule Compression*
1100 – 1230	***Project Execution & Organizing*** *Milestone & Schedule Management ● Organizing Resources ● Materials Management ● Information & Feedback Management ● Forms & Administration ● Meeting Management ● Cost Management ● Negotiation Management ● Challenges ● Activity Analysis*
1230 – 1245	*Break*
1245 – 1420	***Project Execution & Organizing (cont'd)*** *Expectations ● Stakeholder Expectations ● Project Environment ● Expectation Control Elements ● Project Manager vs. Expectation Gap ● Organizational Style ● Why do Projects Fail?*
1420 – 1430	*Recap*
1430	*Lunch & End of Day Two*

Day 3

0730 – 0930	***Project Control General*** *The Constraints Quartet ● Focus on Past & Future ● Project Meeting Tips ● Key Principles for Control ● Change Management ● The Final Project Approval Gate*
0930 – 0945	*Break*
0945 – 1100	***Project Control General (cont'd)*** *The Earned Value Schedule ● Reporting Progress ● Threshold Levels ● Quality Control*
1100 – 1230	***Project Control Through Earned Value*** *Concept & Objectives of EARNED VALUE ● Define the Three Processes Necessary for Earned Value ● Establish Actual Work to be Done ● Calculate Earned Value Indexes ● Interpretation & Control Using Earned Value ● Problems with Implementing an Earned Value Programme*
1230 – 1245	*Break*
1245 – 1420	***Critical Chain Project Management*** *Understand the Concept & Role of Critical Chain in Managing Projects ● Incorporating Critical Chain Theory in the Planning Process ● Managing Multiple Projects Using Critical Chain Project Management*
1420 – 1430	***Recap***
1430	*Lunch & End of Day Three*

Day 4

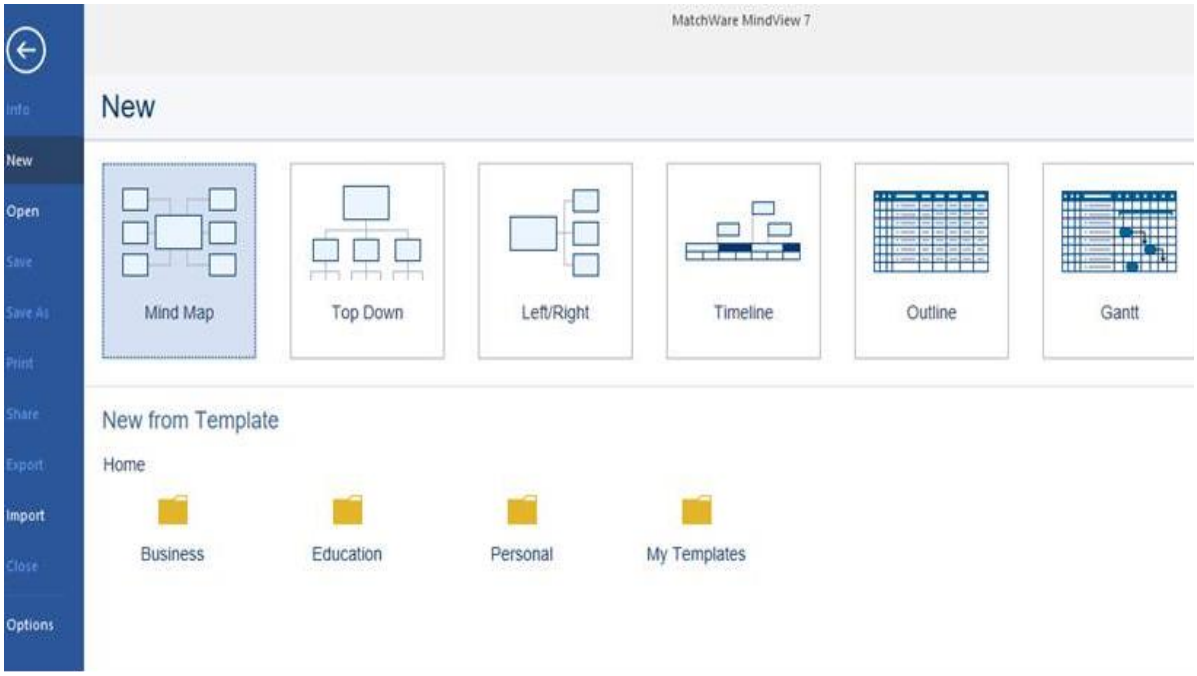
0730 – 0930	***Project Communications*** *Determine Communication Requirements ● Link Communication Requirements to Stakeholders ● Develop a Communications Plan ● Implement & Control Project Communications*
0930 – 0945	*Break*
0945 – 1100	***Project Leadership*** *Define Leadership & Identify Successful Leadership Practices ● Understand Role & Importance of Motivation Theories in Effective Project Management*
1100 – 1230	***Project Leadership (cont'd)*** *Identify Leadership Styles Using Instruments ● Discuss & Apply Concept of Situational Leadership to Project Processes*
1230 – 1245	*Break*
1245 – 1420	***People Control*** *Elements of People Management ● Organizing: Cases in HR, Workshop ● Resource Leveling ● Learn Project Management*
1420 – 1430	***Recap***
1430	*Lunch & End of Day Four*

Day 5

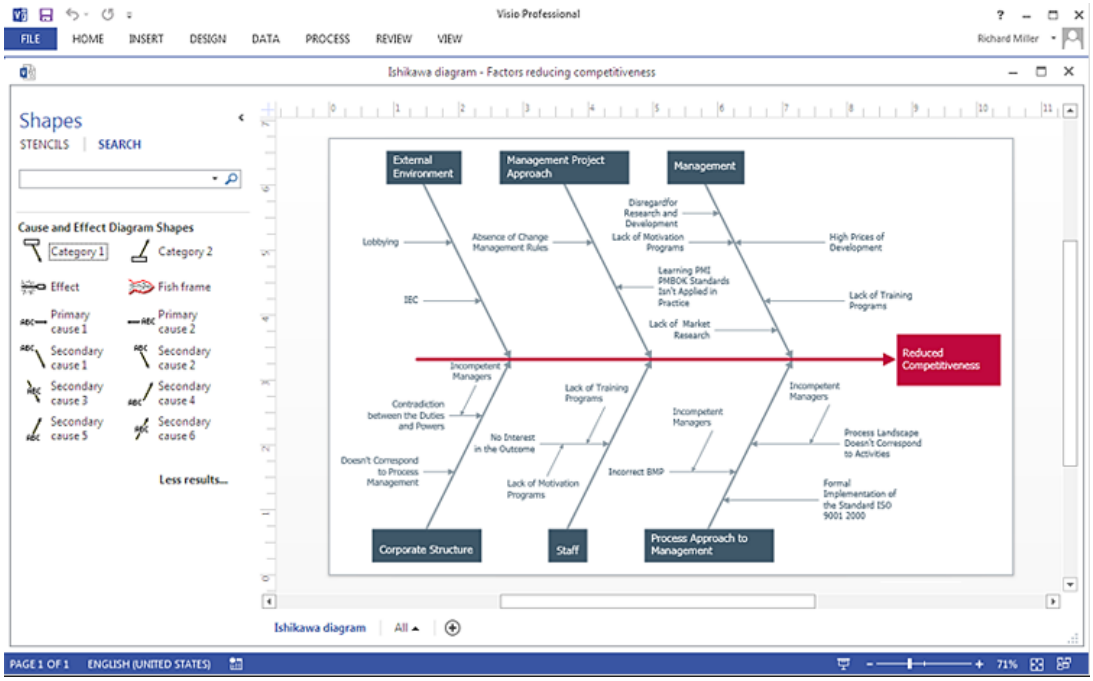
0730 – 0930	***Scope Control*** *Importance of Scope Control ● Methods in Managing Scope Control ● Scope Control Cases – Workshop ● Scope Control in Construction*
0930 – 0945	*Break*
0945 – 1100	***Project Acceleration Techniques*** *Reasons for Acceleration ● Considerations Before Acceleration ● Methods for Acceleration*
1100 – 1230	***Contractor/Subcontractor Control*** *Nominated Contractor/Subcontractors ● Letting a Contract/Subcontract*
1230 – 1245	*Break*
1245 – 1300	***Contractor/Subcontractor Control (cont'd)*** *Management of Major Contractors/Subcontractors ● Labor Only Contractors/Subcontractors*
1300 – 1315	***Course Conclusion***
1315 – 1415	***COMPETENCY EXAM***
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.



Mindview Software



Visio Software

Course Coordinator

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