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COURSE OVERVIEW PM0644
Project Management Fundamentals

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Course Title
Project Management Fundamentals

Course Date/Venue
Session 1: September 07-11, 2025/Tamra Meeting Room, Al Bandar Rotana Creek, Dubai, UAE
Session 2: November 23-27, 2025/Tamra Meeting Room, Al Bandar Rotana Creek, Dubai, UAE

Course Reference
PM0644

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

3.0 CEUs (30 PDHs) AWARD

H-STK© INCLUDED

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 fundamental knowledge on project management. It covers the standard, code of ethics and professional conduct of project management; the importance of project management, relationship of project, program, portfolio and operations management; the project management business documents; the 5 project management process groups; and the environment in which projects operate covering the enterprise environmental factors, organizational process assets, and organizational system.

During this interactive course, participants will learn the role of the project manager including its sphere of influence and competencies; the project integration management covering project charter and project management plan development, directing and managing project work, managing project knowledge, monitoring and controlling project work; performing integrated change control and closing project or phase; the project scope management, project schedule management, project cost management, project quality management; and the project resource management, project communications management, project risk management, project procurement management and project stakeholder management.

Course Objectives

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

- Apply and gain a fundamental knowledge on project management

- Discuss project management covering the standard, code of ethics and professional conduct

- Identify the importance of project management, relationship of project, program, portfolio and operations management

- Discuss project management business documents and the 5 project management process groups

- Describe the environment in which projects operate covering the enterprise environmental factors, organizational process assets, and organizational system

- Explain the role of the project manager including its sphere of influence and competencies

- Carryout project integration management, project scope management, project schedule management, project cost management, project quality management

- Employ project resource management, project communications management, project risk management, project procurement management and project stakeholder management

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 for managers, specialists and engineers who have project management responsibilities but with limited training or experience in this area.

Accommodation

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

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

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**. 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.

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, MSc, BSc, PMI-PMP, PMI-CAPM, PMI-ATP, is a **Senior Project & Management Consultant** with over **30 years** of teaching, training and industrial experience. His expertise lies extensively in the areas of **Project & Contracts** Management Skills, **Project & Construction** Management, **Project** Planning, Scheduling & Control, **Project** Management, Project Delivery & Governance Framework, **Project Planning & Delegating**, **Risk, Budgeting & Cost Management** in Projects, **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, **Dispute Resolution** & **Risk** Identification, Myers-Briggs Type Indicator (**MBTI**), **Organization** Development Consultation, Advanced Debriefing of **Emotional** Trauma, **Interpersonal Motivation**, **Model Based Interviewing**, **Leadership Orientation** Programme, **Leading People & Change**, Embracing Innovation Culture **Coaching & Motivation**, **Creative Thinking & Problem-Solving** Techniques, Techniques for **Coaching & Mentoring**, Strategies for Setting Annual Goals, **Monitoring Progress & Evaluation Performance**, **Emotional Intelligence**, **Presentation** Skills, **Communication & Interpersonal** Skills, Effective **Communication & Influencing** Skills, Effective **Business Writing Skills**, **Writing** Business Documents, **Business Writing** (Memo & Report Writing), **Leadership & Team Building**, Psychology of **Leadership**, **Interpersonal Skills & Teamwork**, **Coaching & Mentoring**, **Innovation & Creativity**, **Office Management & Administration** Skills, Controlling Your **Time & Managing Stress**, **Crisis** Management, Strategic **Human Resources** Management, **Change** Management, **Negotiation** Skills, **Strategic Planning**, **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 is also well-versed in Water Supply System Security, Vulnerability & Terrorism, Integrated Security Systems, Incident Threat Characterization & Analysis, Physical Security Systems, Security Crisis, Security Emergency Plan, Command & Control System, Preventive Actions and Situation Analysis. He was the **Psychologist** & **Project Manager** wherein he was responsible in the project management and private psychology practices.

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

Dr. Le Roux has a **PhD** in **Commerce Major** 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 **Electrical & Mechanical Engineering**. Further, he is a **Certified Project Management Professional** (**PMI-PMP**), a **Certified Associate** in **Project Management** (**PMI-CAPM**), a **Certified Authorized Training Partners** (**PMI-ATP**), 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.

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 – 0800	*Registration & Coffee*
0800 – 0815	*Welcome & Introduction*
0815 – 0830	**PRE-TEST**
0830 – 0930	**Introduction to Project Management & PMI** *The Standard for Project Management • Code of Ethics & Professional Conduct • The Importance of Project Management • Relationship of Project, Program, Portfolio & Operations Management • Project Management Business Documents • The 5 Project Management Process Groups*
0930 – 0945	*Break*
0945 – 1100	**The Environment in Which Projects Operate** *Overview • Enterprise Environmental Factors • Organizational Process Assets • Organizational Systems*
1100 – 1230	**The Role of the Project Manager** *Overview • Definition of a Project Manager • The Project Manager's Sphere of Influence*
1230 – 1245	*Break*
1245 – 1420	**The Role of the Project Manager (cont'd)** *Project Manager Competencies • Performing Integration*
1420 – 1430	**Recap**
1430	*Lunch & End of Day One*

Day 2

0730 – 0900	**Project Integration Management** *Develop Project Charter • Develop Project Management Plan • Direct & Manage Project Work • Manage Project Knowledge*
0900 – 0915	*Break*
0915 – 1100	**Project Integration Management (cont'd)** *Monitor & Control Project Work • Perform Integrated Change Control • Close Project or Phase*
1100 – 1230	**Project Scope Management** *Plan Scope Management • Collect Requirements • Define Scope*

1230 – 1245	*Break*
1245 – 1420	**Project Scope Management (cont'd)** *Create WBS • Validate Scope • Control Scope*
1420 – 1430	**Recap**
1430	*Lunch & End of Day Two*

Day 3

0730 – 0900	**Project Schedule Management** *Plan Schedule Management • Define Activities • Sequence Activities*
0900 – 0915	*Break*
0915 – 1100	**Project Schedule Management (cont'd)** *Estimate Activity Durations • Develop Schedule • Control Schedule*
1100 – 1230	**Project Cost Management** *Plan Cost Management • Estimate Costs*
1230 – 1245	*Break*
1245 – 1420	**Project Cost Management (cont'd)** *Determine Budget • Control Costs*
1420 – 1430	**Recap**
1430	*Lunch & End of Day Three*

Day 4

| 0730 – 0900	**Project Quality Management** *Plan Quality Management*
0900 – 0915	*Break*
0915 – 1100	**Project Quality Management (cont'd)** *Manage Quality • Control Quality*
1100 – 1230	**Project Resource Management** *Plan Resource Management • Estimate Activity Resources • Acquire Resources • Develop Team • Manage Team • Control Resources*
1230 – 1245	*Break*
1245 – 1430	**Project Communications Management** *Plan Communications Management • Manage Communications • Monitor Communications*
1420 – 1430	**Recap**
1420	*Lunch & End of Day Four*

Day 5

| 0730 – 0900	**Project Risk Management** *Plan Risk Management • Identify Risks • Perform Qualitative Risk Analysis • Perform Quantitative Risk Analysis*
0900 – 0915	*Break*
0915 – 1045	**Project Risk Management (cont'd)** *Plan Risk Responses • Implement Risk Responses • Monitor Risks*
1045 – 1215	**Project Procurement Management** *Plan Procurement Management • Conduct Procurements • Control Procurements • Identify Stakeholders • Plan Stakeholder Engagement • Manage Stakeholder Engagement • Monitor Stakeholder Engagement*
1215 – 1230	*Break*
1230 – 1345	**Ethics**
1345 – 1400	**Course Conclusion**
1400 – 1415	**POST-TEST**
1415 – 1430	*Presentation of Course Certificates*
1430	*Lunch & End of Course*

Book(s)

As part of the course kit, the following e-book will be given to all participants:-
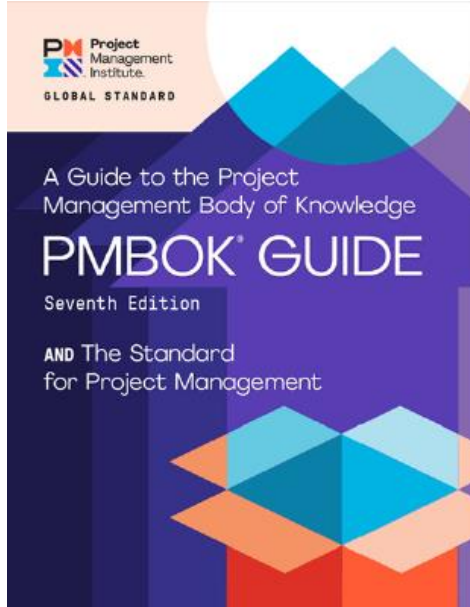
Title: A Guide to the Project Management Body of Knowledge (PMBOK Guide)- Seventh Edition
ISBN: 978-1628256642
Author: Project Management Institute
Publisher: Project Management Institute
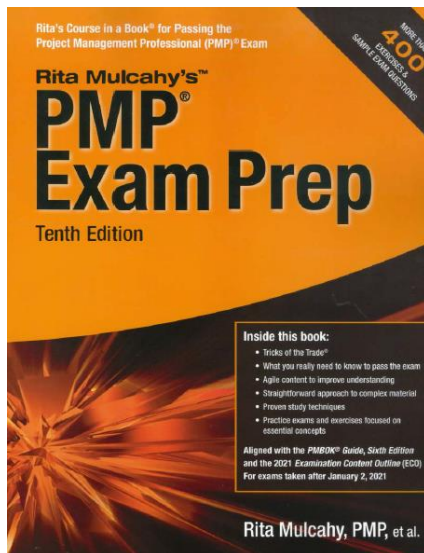
Title : Rita Mulcahy's PMP Exam Prep, Tenth Edition
ISBN : 978-1932735659
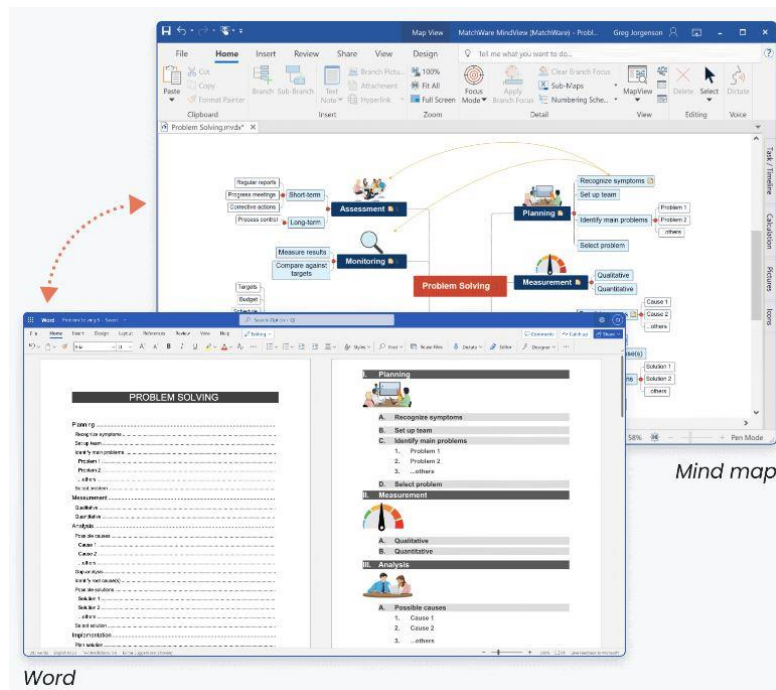**Author** : Rita Mulcahy
Publisher: Rmc Pubns Inc

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 "MS Project", "Mindview Software" and "Raidlog Simulator".

MS Project

Mindview Software

Raidlog Simulator

Course Coordinator
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