

**COURSE OVERVIEW PM0010-4D**  
**Basic Project Management**

*(Aligned with PMI Certification Training Requirement)*

**Course Title**

Basic Project Management *(Aligned with PMI Certification Training Requirement)*

**Course Reference**

PM0010-4D

**Course Duration/Credits**

Four days/2.4 CEUs/24 PDHs



**Course Date/Venue**

Session(s)	Date	Venue
1	February 12-15, 2024	Ajman Meeting Room, Grand Millennium Al Wahda Hotel, Abu Dhabi, UAE
2	May 20-23, 2024	Boardroom 1, Elite Byblos Hotel Al Barsha, Sheikh Zayed Road, Dubai, UAE
3	October 14-17, 2024	Cheops Meeting Room, Radisson Blu Hotel, Istanbul Sisli, Turkey
4	December 23-26, 2024	Jubail Hall, Signature Al Khobar Hotel, Al Khobar, KSA

**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.***



Project management has evolved from a management philosophy restricted to a few functional areas and regarded as something nice to have to an enterprise project management system affecting every functional unit of the company. More and more companies are now regarding project management as being mandatory for the survival of the firm. Almost all of today's executives are in agreement that the solution to the majority of corporate problems involves obtaining better control and use of existing corporate resources, looking internally rather than externally for the solution. As part of the attempt to achieve an internal solution, executives are taking a hard look at the ways corporate activities are managed.



Project management is one of the techniques under consideration. The project management approach is relatively modern. It is characterized by methods of restructuring management and adapting special management techniques, with the purpose of obtaining better control and use of existing resources.

Project management is a simple, logical and easy to use management style and has been recognized as the most appropriate form of management for the new generation of managers. As the use of projects becomes more pervasive, so more managers are entering the field of project management. Their success will be helped by their ability to develop a fully integrated information and control system to plan, instruct, monitor and control large amounts of data, quickly and accurately to facilitate the problem-solving and decision-making process.

Successful project management is about getting the job done on time, within budget and to the client's required specifications. This course will systematically cover the main activities performed by a project manager from inception to completion as well as the techniques required during the project life cycle to achieve these objectives.

The course will outline the latest planning and control techniques used by industry, commerce, sport and domestic projects, and particularly those used by the project planning software and referred to in the Project Management Institute's (PMI) project management body of knowledge (PMBOK), and the Association of Project Manager's (APM) body of knowledge (bok).

This course is designed to 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 bok 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](http://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**).

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 24 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**).

### Course Objectives

All types of management can benefit through the use of the principles of time and cost control as advocated in the Project Management Body of Knowledge (PMBOK) of the PMI. Sound principles and Tools make the control of ones resources practical and efficient. Upon the successful completion of this course, each participant will be able to:-

- Apply professional tools and techniques in project management
- Differentiate project objectives and prepare Work Breakdown Structure (WBS)
- Carryout different project networks such as CPM and PERT and perform network calculations
- Identify project bar chart and carry out resource analysis and committed money
- Discuss project schedules and baseline plan
- Evaluate the outline project organization and recognize project administration
- Apply proper techniques in project control which include feedback, time and cost control methodologies
- Manage the scope of the project and engineering change proposals
- Identify contracts and project terms and conditions
- Exercise quality standards that need to be met at all times, in order to contribute to the company's commitment to customer satisfaction.

### Exclusive Smart Training Kit - H-STK®



Participants of this course will receive the exclusive “Howard Smart Training Kit” (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes **electronic version** of the course, sample video clips of the instructor’s actual lectures & practical sessions during 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 aligned with PMI certification training requirement for those in charge of projects such as managers, engineers and other technical staff.

### Exam Eligibility & Structure

Exam candidates shall have the following minimum prerequisites:


<b>Educational Background</b>	<b>Project Management Experience</b>	<b>Project Risk Management Education</b>
Secondary diploma (high school diploma, associate’s degree or global equivalent)	At least 4,500 hours spent in the specialized area of professional project risk management within the last five consecutive years	40 contact hours of formal education in the specialized area of project risk management
<b>OR</b>		
Four-year degree (bachelor’s degree or global equivalent)	At least 3,000 hours spent in the specialized area of professional project risk management within the last five consecutive years	30 contact hours of formal education in the specialized area of project risk management

### 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: -

-  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 **2.4 CEUs** (Continuing Education Units) or **24 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.

### 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:



**Dr. John Bester, PhD, MTh, BA, BD, NLP, is a Senior Management Consultant and a Certified Neuro Linguistic Programming (NLP) Practitioner with over 30 years of extensive experience. His expertise lies extensively in the areas of Neuro Linguistic Programming (NLP) Life Coaching, Customer Service Excellence, Communication Skills, Customer Satisfaction, Influencing Skills, Thinking & Learning Styles, Negotiation Skills, Interpersonal Skills, Adaptability & Flexibility, Learning & Self Development, Performance Management,**

**Performance Goal Implementation, Time Management, Problem Solving & Decision Making, Crisis Management, Human Resources Management, Change Management, Organizational Development, Career Management, Leadership & Supervisory Skills, Situation & Behaviour Analysis, Interpersonal Motivation, Leadership Orientation, Coaching Skills, Strategic Planning and Stress Management. Dr. Bester is currently a Modeller & Mental Performance Coach.**

Dr. Bester is a **Certified Instructor/Trainer** and a **Certified Neuro Linguistic Programming (NLP) Practitioner**. He obtained the **Bachelor of Art** degree in 1985 at the University of the Orange Free State. In 1988, he obtained the **Bachelor of Divinity (BD)** degree at the University of Pretoria. During the autumn graduation ceremony of 2016, he obtained the **Master of Theology (MTh)** degree in practical theology at the University of Pretoria. He registered in 2016 for the PhD degree.

In his PhD thesis, a **Neuro Linguistic Programming (NLP)** modelling process for congregation development and congregation guidance, he investigates the possibility of bringing Rich Osmer's four questions of practical theology into conversation with the modelling process of **NeuroLinguistic Programming**.

With the **Neuro-Linguistic Programming** theories and techniques, facilitators are enabled not only to determine what is presently happening within a specific company, but also to learn from others what procedures and actions may occur (what can possibly happen). The modelling process is a useful tool that enables companies to better understand themselves as well as to interpret their context. Through this process new ways of responding to the current challenges emerge thereby opening the door towards a more sustainable business model. The NLP is offering new perspectives to the discipline of organisational studies.

Through his company, **Winning Strategies**, Dr Johan Bester has been training company executives and top athletes since 2001. He's been studying the field of mind performance coaching since 1996 under various international mind and performance coaches. Dr Bester has vast experience in helping people to unlock their full potential.

### 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

Abu Dhabi	<b>US\$ 4,500</b> per Delegate + <b>VAT</b> . This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day
Dubai	<b>US\$ 4,500</b> per Delegate + <b>VAT</b> . This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Istanbul	<b>US\$ 5,000</b> per Delegate + <b>VAT</b> . This rate includes Participants Pack (Folder, Manual, Hand-outs, etc.), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Al Khobar	<b>US\$ 4,500</b> per Delegate + <b>VAT</b> . 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 1**

0730 – 0800	<i>Registration &amp; Coffee</i>
0800 – 0815	<i>Welcome &amp; Introduction</i>
0815 – 0830	<b>PRE-TEST</b>
0830 – 0930	<b>Module 1 - Introduction</b> <i>Administration • Introduction to Project Management, PMI, PMP • Purpose &amp; Use of Project Management (PLOC)</i>
0930 – 0945	<i>Break</i>
0945 - 1030	<b>Module 2 - Project Objective &amp; WBS</b> <i>Planning: Defining your Project • Work Breakdown Structure (WBS)</i>
1030 – 1130	<b>Module 3 - Project Activities</b> <i>Activity Lists &amp; Costs • Exercises</i>
1230 – 1245	<i>Break</i>
1245 – 1420	<b>Module 4 - Project Networks (CPM, PERT)</b> <i>Activities/logic • Networks &amp; Calculations • Exercises &amp; Examples</i>
1420 – 1430	<b>Recap</b>
1430	<i>Lunch &amp; End of Day One</i>

### Day 2

0730 – 0830	Review Home Work for Day One
0830 – 0930	<b>Module 5 - Schedules, Committed Cash Flow &amp; Resources</b> Exercises & Examples
0930 – 0945	Break
0945 – 1100	<b>Module 6 - Projected Cash Flow &amp; Baseline Plan</b> Projected Cash Flow • Base Line Plan • Exercises
1100 – 1230	<b>Module 7 - Review of Work</b> Base-line Plan
1230 – 1245	Break
1245 – 1420	<b>Module 8 - Project Organization</b> Organising: Resources, Materials, Feedback, Forms, Administration, Meetings, Contracts, Tenders
1420 – 1430	<b>Recap</b>
1430	Lunch & End of Day Two

### Day 3

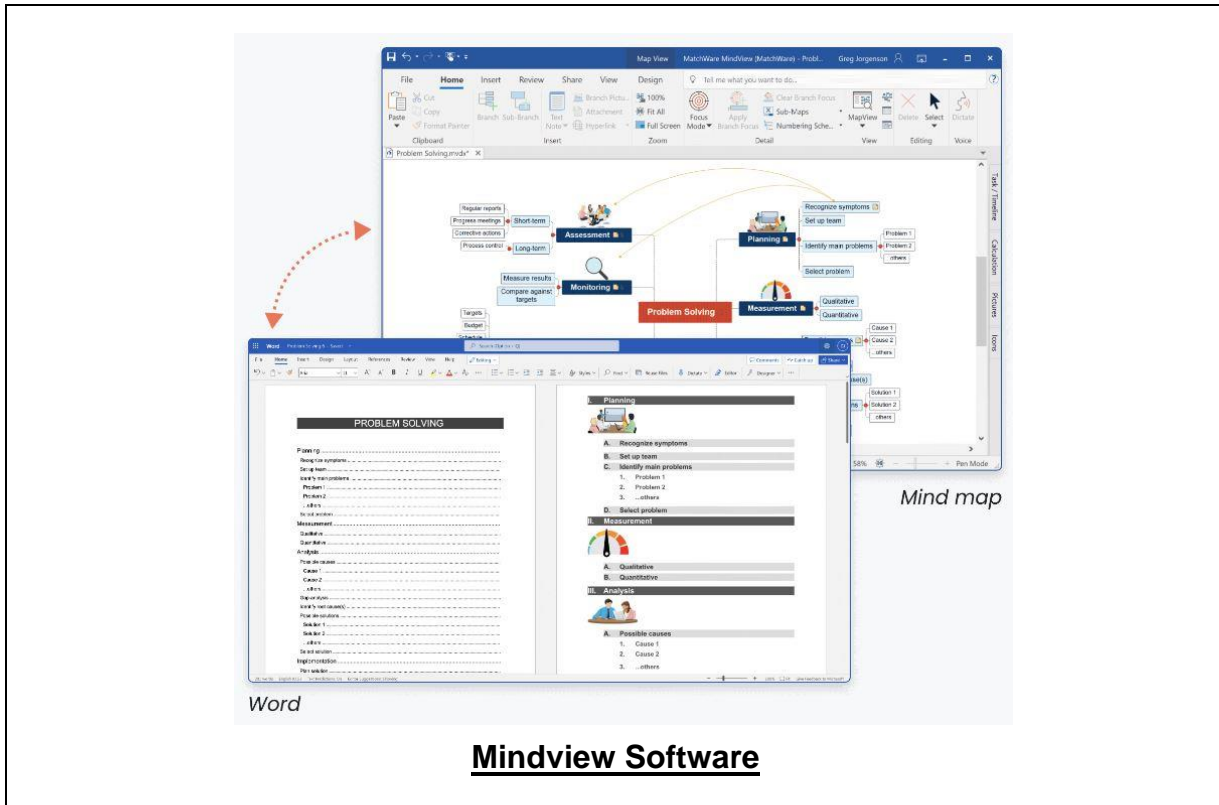
0730 – 0830	Review Home Work for Day Two
0830 – 0930	<b>Module 9- Project Administration</b> Exercises
0930 – 0945	Break
0945 – 1100	<b>Module 10 - Practical Control Actions</b> Feedback • Time • Cost Control Methodologies • Examples & Exercises • Examples & Exercises
1100 – 1230	<b>Module 11 - Project Scope Management</b> Control: Scope & Engineering Change Proposals
1230 – 1245	Break
1245 – 1420	<b>Module 12 - Project Charter</b> Control: Scope & Engineering Change Proposals
1420 – 1430	Recap
1430	Lunch & End of Day Three

### Day 4

0730 – 0830	Review Home Work for Day Three
0830 – 0930	<b>Module 13 - Advanced Study Topics</b> Issues: Trade-Offs, Feasibility, Selecting Projects, Costs, Acceleration, Case Studies, Risk, Quality, Acceleration, Resource Levelling
0930 – 0945	Break
0945 – 1100	<b>Module 14 - GROUP PROJECT (cont'd)</b> Project Design Case for Group (cont'd)
1100 – 1200	<b>Module 14 - GROUP PROJECT (cont'd)</b> Project Presentation PMI-PMP
1200 – 1215	Break
1215 – 1345	<b>Module 14 - GROUP PROJECT (cont'd)</b> Project Presentation PMI-PMP (cont'd)
1345 – 1400	<b>Course Conclusion</b>
1400 – 1415	<b>POST-TEST</b>
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 our state-of-the-art “MS Project” and “Mindview Software”.



**Course Coordinator**

Kamel Ghanem, Tel: +971 2 30 91 714, Email: [kamel@haward.org](mailto:kamel@haward.org)