



COURSE OVERVIEW PM0006 **Project Management 101**

Course Title

Project Management 101

Course Date/Venue

July 14-18, 2025/Glasshouse 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.

Accommodation


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

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.



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, PE, PhD, MSc, MBA, BSc, PMI-PMP, is **Senior Project Management Consultant** with extensive 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 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.

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	<i>Project Risk Management</i>
0830 – 0930	<i>How to Identify & Assess Project Risks</i>
0930 – 0945	<i>Break</i>
0945 – 1030	<i>Mitigation Strategies for Project Risks</i>
1030 – 1100	<i>Impact of Project Risks on the Project Timeline & Budget</i>
1100 – 1130	<i>Project Execution</i>
1130 – 1215	<i>How to Manage Project Tasks & Timelines</i>
1215 – 1230	<i>Break</i>
1230 – 1315	<i>Managing Project Resources</i>
1315 – 1420	<i>Tracking Project Progress & Making Adjustments</i>
1420 – 1430	<i>Recap</i>
1430	<i>Lunch & End of Day Three</i>

Day 4: Thursday, 17th of July 2025

0730 – 0830	<i>Project Monitoring & Control</i>
0830 – 0930	<i>How to Measure & Track Project Performance</i>
0930 – 0945	<i>Break</i>
0945 – 1030	<i>Techniques for Cost Control & Budget Management</i>
1030 – 1100	<i>Managing Changes to the Project Plan</i>
1100 – 1130	<i>Quality Management</i>
1130 – 1215	<i>How to Define Project Quality Requirements</i>
1215 – 1230	<i>Break</i>
1230 – 1315	<i>Developing Quality Assurance & Quality Control Plans</i>
1315 – 1420	<i>Measuring & Tracking Project Quality</i>
1420 – 1430	<i>Recap</i>
1430	<i>Lunch & End of Day Four</i>

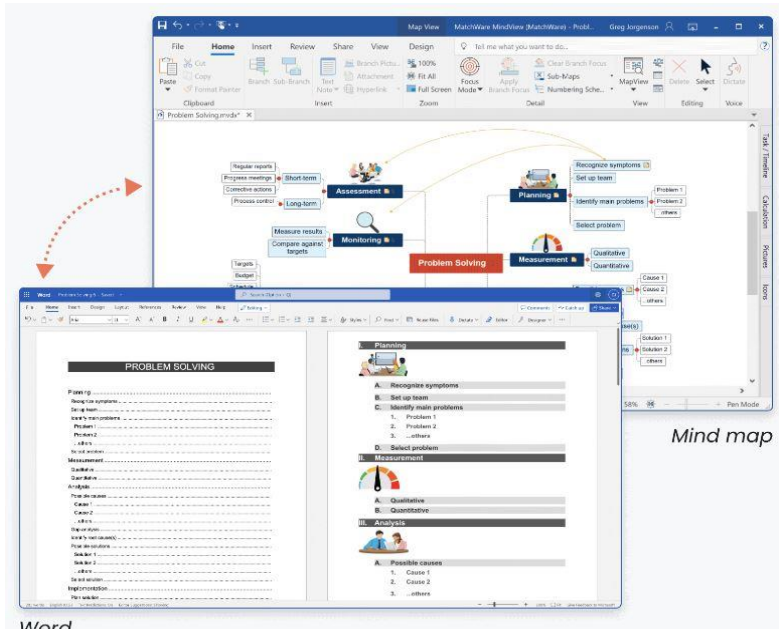
Day 5: Friday, 18th of July 2025

0730 – 0830	<i>Communication & Stakeholder Management</i>
0830 – 0930	<i>Developing a Stakeholder Communication Plan</i>
0930 – 0945	<i>Break</i>
0945 – 1030	<i>Communicating Project Progress to Stakeholders</i>
1030 – 1100	<i>Managing Stakeholder Expectations</i>
1100 – 1130	<i>Project Closure</i>
1130 – 1215	<i>How to Close Out a Project</i>
1215 – 1230	<i>Break</i>
1230 – 1315	<i>Conducting a Post-Project Review</i>
1315 – 1345	<i>Lessons Learned & Continuous Improvement</i>
1345 – 1400	<i>Course Conclusion</i>
1400 – 1415	<i>POST-TEST</i>
1415 – 1430	<i>Presentation of Course Certificates</i>
1430	<i>Lunch & End of Course</i>



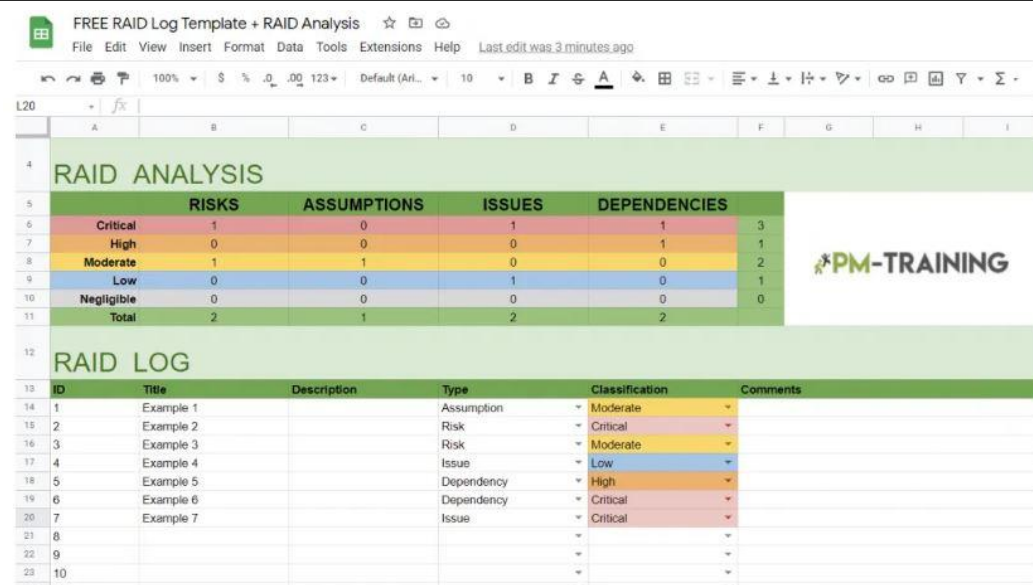
Simulator (Hands-on Practical Sessions)

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 mind map titled "Problem Solving" is visible, showing a central node "Problem Solving" with branches for "Assessment", "Planning", "Measurement", and "Monitoring". Below the mind map, a Word document titled "PROBLEM SOLVING" is open, showing a table with columns for "Planning", "Assessment", "Measurement", and "Monitoring". The table contains various tasks and sub-tasks. The software interface includes a menu bar with options like File, Home, Insert, Review, Share, View, Design, and a ribbon with various tools. The bottom right corner of the software window shows the text "Mind map".

Mindview Software



The screenshot displays the Raidlog Simulator interface. It shows a spreadsheet with two main tables: "RAID ANALYSIS" and "RAID LOG".

RAID ANALYSIS Table:

	RISKS	ASSUMPTIONS	ISSUES	DEPENDENCIES
Critical	1	0	1	3
High	0	0	0	1
Moderate	1	1	0	2
Low	0	0	1	1
Negligible	0	0	0	0
Total	2	1	2	2

RAID LOG Table:

ID	Title	Description	Type	Classification	Comments
1	Example 1		Assumption	Moderate	
2	Example 2		Risk	Critical	
3	Example 3		Risk	Moderate	
4	Example 4		Issue	Low	
5	Example 5		Dependency	High	
6	Example 6		Dependency	Critical	
7	Example 7		Issue	Critical	

Raidlog Simulator

Course Coordinator

Mari Nakintu, Tel: +971 2 30 91 714, Email: mari1@haward.org