

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 Date/Venue

December 27-31, 2025/Meeting Room No. 04,
Four Seasons Hotel, Cairo at Nile Plaza, Cairo,
Egypt

Course Reference

PM0500



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 for those in charge 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 resources through effective communication, motivation and team building
- Implement scope control management, project acceleration techniques and use critical chain project management methodologies

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: 3558-6717-5364-9827
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
Manuel De Guzman
Academic Director

Haward Technology has been approved as an Authorized Provider by the International Association for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this approval, Haward Technology has demonstrated that it complies with the ANSI/IACET 12013 Standard which is widely recognized as the standard of good practice internationally. As a result of this approval, participants who successfully complete the course will be awarded 3.0 CEU's for Programs that carry the ANSI/IACET 12013 Standard.

Haward Technology's courses meet the professional education and continuing education requirements for participants seeking Continuing Education Units (CEUs) in accordance with the rules & regulations of the International Association 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 quality courses of continuing education.

Haward Technology is accredited by:
BAC, ILM, ACET, City & Guilds, APT, UKAS

P.O. Box 35070, Abu Dhabi, United Arab Emirates | Tel: +971 2 399 714 | Fax: +971 2 399 716 | Email: info@haward.org | Website: www.haward.org

- (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
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14112/PM0500/630214/01/2101/NI/20/02/1985
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David Phillips
Managing Director
ILM

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


The City and Guilds of London Institute is the awarding body / awarding organization for ILM qualifications.
The Institute was founded in 1879 and granted Royal Charter in 1900.
ILM is a City & Guilds Group Institute.

Certificate Accreditations


Haward's certificates are accredited by the following international accreditation organizations: -

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ILM (City & Guilds Group)

Haward Technology has been awarded the **ILM Recognised Organization** 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 recognises and approved the programmes of training providers and academic institutions that deliver quality-assured training and accredited qualifications. As an Approved Provider of ILM Recognised programmes, **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.

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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.

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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. Saad Bedir, MSc, BSc, is a Senior Management Consultant with over 30 years of extensive experience in Project Leadership, Leadership & Management, Leadership & Team Building, Leadership Skills, Creative Thinking & Problem-Solving Techniques, Interpersonal Skills & Teamwork, Business Ethics & Etiquette, Code of Conduct, Work Ethics, Positivity at Work, Coaching & Mentoring, Emotional Intelligence, Presentation Skills, Communication & Interpersonal Skills, Effective Communication & Influencing Skills, Crisis Management, Negotiation Skills, Negotiation Management, Interpersonal Skills, Communication Skills, Project Management, Contract Management, Documentation Management, Record Management, Human Resources Management & Development, Event Management, Strategic Talent Management, Policy Development, Career Development, Management Skills, Negotiation Skills, Positivity at Work, Contracts & Procurement Skills, Creativity & Innovation, Research Methods & Analysis, Root Cause Analysis, Strategic Thinking & Planning, Protocol, Corporate Engineering, Logistics Management, Procurement Management, Inventory Management, Purchasing Management, Transportation Management, Fleet Management, Warehouse & Inventory Management, Production Logistics, Logistics & Distribution and Management Planning. Further, his expertise covers Security Management Systems, Risk & Vulnerability Analysis, Operations & Security Management, Industrial Security Risk Assessment & Management, Crisis and Business Continuity Management, QHSE management, OHSAS 18001, ISO 9001, ISO 14001, QHSE, Audit and Assessment Reports, Maintain and Control Safety Documents and Organizational Development. He is further highly involved in Safety and Training Courses including Management awareness, **Security & Environmental Codes of Practice**, Legislations and Procedures, Planning, Emergency Response & Procedures and many more. Presently, he is the **Director** for one of the largest and renowned companies in the Middle East, wherein he takes charge of all HSE and security operations of the company and **oversees human resource performance management.**

Mr. Saad's vast professional experience in directing & managing human resource staffing and health, safety and the environment aspects as per OSHA framework and guidelines can be traced back to his stint with a few international companies like **Saudi ARAMCO, CONOCO, Kuwait Oil Co. (KOC)**, etc, where he worked as the **Field Senior Management Consultant** handling major projects and activities related to the discipline. Through these, he gained much experience and knowledge in the implementation and maintenance of **internationally accepted principles of human resource development policies** as well as international safety standards for the National Fire Protection Association (**NFPA**), the American Petroleum Institute (**API**), Safety of Life at Sea (**SOLAS**), and Safety for Mobile Offshore Drilling Unit (**MODU**).

Mr. Saad has a **Bachelor's** degree in **Chemistry**. Further, he is a **Certified Instructor/Trainer**, a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership and Management (ILM)**, a **Certified Lead Auditor** for **OHSAS 18001, ISO 9001, ISO 14001** and a member of the Egyptian Syndicate & Scientific Professions. His passion for development and acquiring new skills and knowledge has taken him all over the Middle East to attend and share his expertise in numerous trainings, courses, seminars, conferences and workshops.

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.

Training 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.

Exam Fee

US\$ 160 per Delegate + **VAT**.

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: Saturday, 27th of December 2025

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 Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day One

Day 2: Sunday, 28th of December 2025

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 Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day Two

Day 3: Monday, 29th of December 2025

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 Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day Three

Day 4: Tuesday, 30th of December 2025

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 Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day Four

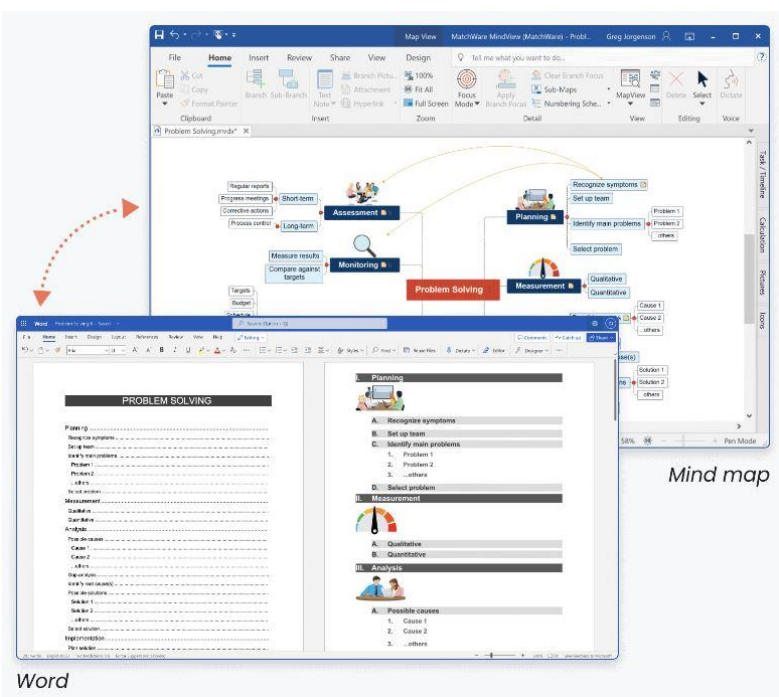
Day 5: Wednesday, 31st of December 2025

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 Using this Course Overview, the Instructor(s) will Brief Participants about the Course Topics that were Covered During the Course
1315 – 1415	COMPETENCY EXAM
1415 – 1430	Presentation of Course Certificates
1430	Lunch & End of Course

Simulator (Hands-on Practical Sessions)

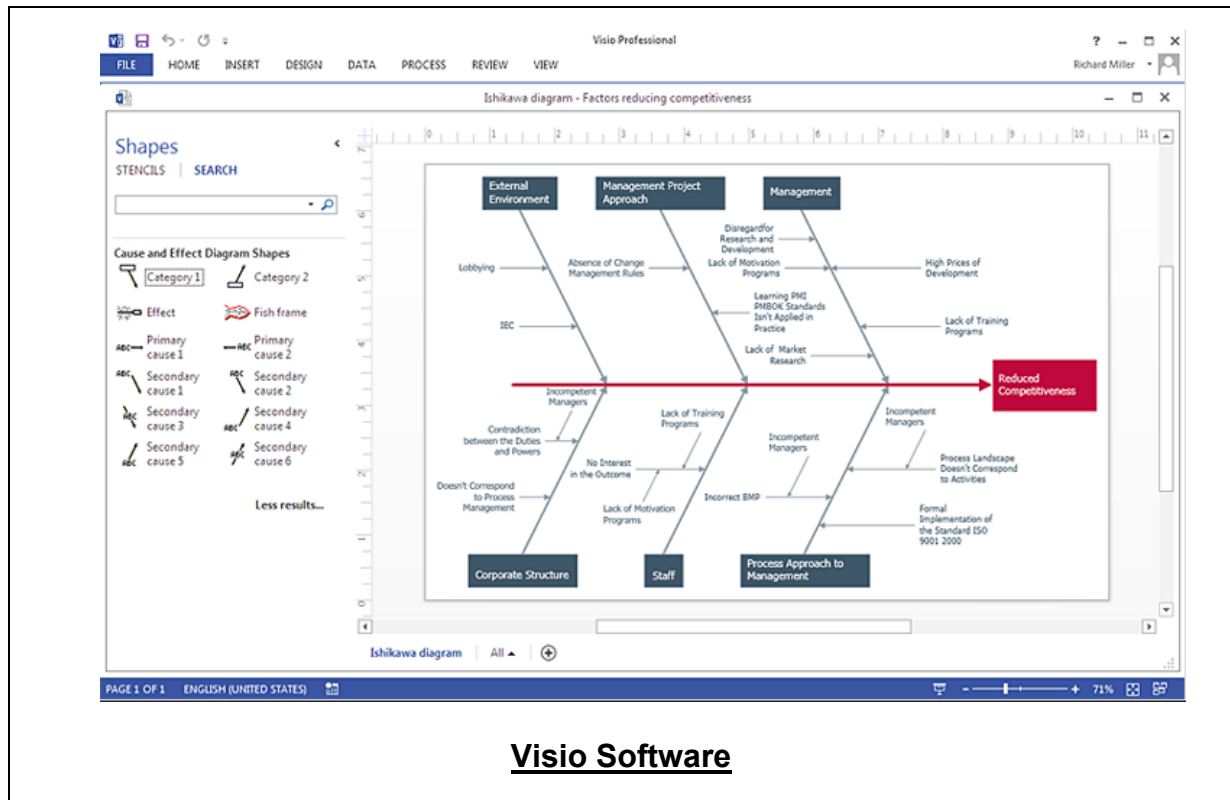
Practical sessions will be organized during the course for delegates to practice the theory learnt. Delegates will be provided with an opportunity to carryout various exercises using the “Mindview Software” and “Visio Software”.



Mind map

Word

Mindview Software



Course Coordinator

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