



**EuroMaTech**

Training Seminars & Conferences

An Intensive 5-Day Training Seminar On

# Project Management and Compliance

## Planning, Scheduling and Control

06 - 10 Jul 2020, Istanbul  
31 Aug - 04 Sep 2020, Tbilisi  
06 - 10 Dec 2020, Dubai



[www.euromatech.com](http://www.euromatech.com)

An ISO 9001:2015  
and ISO 29990:2010  
Certified Company

# Project Management and Compliance

## Planning, Scheduling and Control

### INTRODUCTION

Covering the entire project life cycle, this EuroMaTech training course is based on the best practices found in the Project Management Institute's A Guide to the Project Management Body of Knowledge (PMBOK® Guide).

In this training course you will learn how to:

- Align project objectives to your organization's strategic objectives
- Utilize tried and proven project management tools to get the job done on time, within budget and in accordance with requirements
- Work through a proactive approach to risk that will give you a clear understanding of both qualitative and quantitative risk analysis

### PROGRAMME OBJECTIVES

- Gather and define correctly the client's requirements
- Establish project goals and objectives that are directly linked to project stakeholders' needs and expectation
- Establish the project scope using proven techniques
- Develop and use the project work breakdown structure for planning, scheduling and control purposes
- Develop realistic and measurable objectives to ensure positive result
- Effectively assign roles and responsibilities to the project team members
- Estimate project time and costs using proven techniques and the latest methods available
- Establish an effective and efficient earned-value project control system for monitoring and controlling project progress
- Monitor project progress and performance using critical success factors and key performance indicators
- Use a practical and effective, step-by-step process to manage project risks
- Identify threats and opportunities to your project, weigh their relative values in order to effectively develop, establish and implement response plans
- Identify and overturn the psychological barriers to risks in stakeholders
- Assess the importance of anticipating, managing and controlling project changes
- Plan, execute and control an effective project closure

### WHO SHOULD ATTEND?

Individuals from all industries, government bodies, non-profit organizations and any one who are interested in learning techniques for managing projects will find this Project Management & Compliance training course valuable.

- Programme Managers
- Project Managers
- Project team members from Members of Process Improvement Teams
- Administrators responsible for Managing Projects
- Technical Professionals and Engineers moving into Project Leadership

### TRAINING METHODOLOGY

Project management knowledge, skills, tools and techniques are taught through case studies, experiential exercises and practical examples that can be used immediately to improve your project results.

### PROGRAMME SUMMARY

This Project Management & Compliance training course addresses both the "hard" skills and the "soft" skills needed by project managers to plan and control projects. The "hard" skills are the technical "mechanics" of managing a project, while the "soft" skills deal with the human issues, and ultimately, it is people who deliver results on projects.

The goal of this EuroMaTech training course is to assist organizations in developing project managers who are aware of the strategic importance that project management plays in the achievement of the mission of their organization, and their role in leading the way to better performance and profits.

PMBOK® Guide is a registered mark of the Project Management Institute, Inc.

# PROGRAM OUTLINE

## DAY 01

### Foundations Of Project Management

- The Nature of Projects and Project Management
- The Growing Importance of Business Aspect in Project Management
- Project/Program and Portfolio Management
- From Strategic Planning to Project Management
- Management Criteria versus Engineering Criteria
- The Project Life Cycle
- Managing the Triple Constraints
- Managing the Triple “C” in Project Management
- Managing Project Risks
- Managing Stakeholders
- Stakeholders in Project
- The Project Manager’s Responsibilities and the Role of Senior Management
- Steps in Managing a Project
- The “Hard” Skills of Managing a Project
- The “Soft” Skills of Managing a Project
- Project Management Body of Knowledge (PMBOK® Guide)
- Project Management Maturity Level
- Typical Project Organization Structure
- The Project Management Office (PMO) Concept
- Basic Contract Types in Managing Projects
- The Generic Planning and Control Cycle in Project Management

## DAY 02

### Project Initiating, Planning And Scheduling

- The Project Charter
- Stakeholder Identification
- The Imperative of Planning
- Planning Definition
- Project Planning Overview
- The Project Plan
- Developing the Mission, Vision, Goals and Objectives of the Project
- Basic Project Planning Steps
- Identifying Success Criteria
- Developing the Requirements
- Scope Definition
- Procurement Planning: “Make or Buy” Decision
- Defining the Work Breakdown Structure (WBS)
- The Organization Breakdown Structure (OBS)
- The Responsibility Assignment Matrix (RAM)
- Defining and Sequencing Project Activities
- Estimating Activity Resources and Durations
- Staffing Management Plan
- Scheduling the Project Work
- Estimating Costs and Determining Budgets
- The Performance Measurement Baselines (PMB)
- Communication Planning
- Quality Planning

## IN-HOUSE TRAINING

EuroMaTech is capable of conducting this training programme exclusively for your delegates. Please e-mail us on [inhouse@euromatech.ae](mailto:inhouse@euromatech.ae) for further information and/or to receive a comprehensive proposal.



*EuroMaTech has been reviewed and approved as a provider of project management training by the Project Management Institute (PMI)*

*Participants attending this training session are entitled to receive:*  
**25 Professional Development Unit (PDUs)**

*The PMI logo is a registered mark of the Project Management Institute, Inc.*



## DAY 03

### Risk Management Planning & Control

- Risk Management Overview
- Definitions of Certainty, Risk and Uncertainty
- Definition of Project Risks
- Definition of Risk Management
- The Primary Aspects of Risk Management
- Risk Management Planning Process
- Risk Identification
- Risk Assessment and Prioritization
- Qualitative Risk Analysis
- Quantitative Risk Analysis
- Risk Issue Filtering
- Risk Avoidance Plans
- Risk Contingency Plans
- Risk Tracking and Reporting Approach
- Risk Management Organization and Responsibilities
- Risk Management Plan Documentation and Risk Database Preparation
- The Output of Risk Management Planning
- Risk Management Control Process
- Risk Avoidance Plan Implementation
- Risk Contingency Plan Implementation
- Risk Reports and Reviews
- Risk Activities Effectiveness Evaluation
- Risk Management Plan Updates
- Flow of Risk Management Planning and Control Responsibilities
- Risk Management Process Flow

## DAY 04

### Project Execution, Monitoring & Control

- Directing and Managing Project Execution
- Monitoring Work Performance Information
- Managing the Project Team
- Managing Stakeholder Expectation
- Project Deliverables Tracking
- Project Control Definition
- The Objectives of Project Control
- Project Control Approach
- The Earned Value Management (EVM) Concept: An Integrated Project Control Approach
- Integrated Change Control
- Quality Assurance and Quality Control (QA/QC)
- Communication and Documentation Control
- Procurement Administration

## DAY 05

### Project Closure

- Effective Project Closure
- Project Closure Objectives
- Project Closure Plan
- Administrative Closure
- Contract Closure
- Project Closure and Contract Closure Interaction
- Lesson Learned
- Post-Project Evaluation
- Success Celebration

## QUALITY CERTIFICATIONS & ACCREDITATIONS

EuroMaTech is proud to be associated with the following accreditation bodies:



The PMI® Registered Education Provider logo is a registered mark of the Project Management Institute, Inc.

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✓	Date	Venue	Fee(\$)
	06 - 10 Jul 2020	Istanbul	US\$ 5,950
	31 Aug - 04 Sep 2020	Tbilisi	US\$5,950
	06 - 10 Dec 2020	Dubai	US\$4,950

*This fee is inclusive of instruction materials, documentation, lunch, coffee/tea breaks & snack. All Fees are subject to 5% Value Added Tax (VAT).\**

### Your Details

Name (Mr/Ms): .....

Position: ..... Organisation: .....

Address: .....

.....

.....

City / Country: .....

Telephone / Fax: .....

### Mode Of Payment

Please find enclosed a cheque made payable to EuroMaTech

Please invoice me

Please invoice my company as follows:

Contact Name: .....

Company Name: .....

Address: .....



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## Documentation

High Quality material has been prepared by the Seminar Leader for distribution to delegates. In addition, a special note pad to facilitate note taking will be provided.

## Certificates

A Certificate of Completion will be issued to those who attend & successfully complete the programme.

## Schedule

Our Course timings commences at 08:30 and concludes at 14:00, followed by lunch on a daily basis.

## Hotel Accommodation

EuroMaTech has negotiated special rates for a limited number of rooms in the hotel. Early registration will help to secure a room at the reduced rate.

## Registration & Payment

Please complete the registration form on this page & return it to us indicating your preferred mode of payment. For Further Information, Contact Your Nearest EuroMaTech Office.

## Cancellation Policy

Request for seminar cancellation must be made in writing & received at EuroMaTech three weeks prior to the seminar date. A U.S.\$250/- processing fee will be charged per delegate for each cancellation. Thereafter, we regret that we are unable to refund any fees due, although in such cases we would be happy to welcome a colleague who would substitute for you.

## Disclaimer

EuroMaTech reserves the right to alter the content, location of the Seminar, or the identity of the speakers in case of events beyond our control.

**\*VAT Announcement:** The Government of UAE have introduced Value Added Tax (VAT) on goods and services from 01-January-2018. In compliance with the legislation issued by the UAE Government, we will be applying a 5% VAT on the fees for all our programs and services offered from January 2018 as applicable and stipulated in the FTA circulars.

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