Haward Technology Middle East

Project Management Compliance: Project Planning, Scheduling & Cost Control

Course Title
Project Management Compliance: Project Planning, Scheduling & Cost Control

H-STK© INCLUDED

Course Date/Venue
Session 1: February 18-22, 2024/The Mouna Meeting Room, The H Dubai Hotel, Sheikh Zayed Rd - Trade Centre, Dubai, UAE
Session 2: March 03-07, 2024/Kizkulesi, Crown Plaza Istanbul Asia Hotels & Convention Center, Istanbul, Turkey

Course Reference
PM0305G1

3.0 CEUs (30 PDHs) AWARD

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 compliance covering planning scheduling and control. It covers the project management concepts, definitions purpose philosophy and the use of PM; the project initiation, processes and techniques for project selection and project objectives; defining project; the project role of project manager, project team, project stakeholders, communication and project charter; the project planning including scope of work (SOW), planning process, work breakdown structure (WBS) and activity lists; and the project scheduling covering logical network (CPM/PERT) and activity based networks.

During this interactive course, participants will learn the cost, budgets and cost estimation; the schedule bar charts, gantt charts, committed cash flow, resource planning and resource leveling; organizing project; the resources and materials, responsibilities and reporting; the multiple projects, project control, scope change control and change control process; the feedback methods, earned value management and variance analysis; and the trade-offs and project acceleration as well as project risk management, project close-out and project documentation.

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**).

The recognition and acceptance of our PDUs/CEUs fall under Category B of PMI's "**PDU Activity Reporting Form**". Hence what the delegates simply need to do is to complete this form (we can help our clients to do that) and submit it to PMI upon the receipt of our certificates and ANSI/IACET's CEUs. PMI will automatically award the delegates with 30 PMI PDUs after receiving our confirmation or once they see our international-accredited certificate.

Course Objectives

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

- Apply and gain an in-depth knowledge on project management compliance covering planning scheduling and control

- Discuss project management concepts, definitions, purpose philosophy and use of PM

- Carryout project initiation, processes and techniques for project selection and project objectives

- Define project and identify the project role of project manager, project team, project stakeholders, communication and project charter

- Employ project planning including scope of work (SOW), planning process, work breakdown structure (WBS) and activity lists

- Illustrate project scheduling covering logical network (CPM/PERT) and activity based networks

- Determine cost, budgets and cost estimation as well as illustrate schedule bar charts, gantt charts, committed cash flow, resource planning and resource leveling

- Organize the project and identify resources and materials, responsibilities and reporting

- Apply multiple projects, project control, scope change control and change control process

- Carryout feedback methods, earned value management and variance analysis

- Discuss trade-offs and project acceleration as well as project risk management, project close-out and project documentation

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, sample video clips of the instructor's actual lectures & practical sessions during the course conveniently saved in a Tablet PC.

Who Should Attend

The course provides an overview of all significant aspects and considerations of project management compliance covering planning scheduling and control for managers and supervisors, process and plant engineers, cost and budget engineers, engineers from various industrial, maintenance management staff, operational staff, facilities staff and staffs from corporate planning division and those whose role involves with projects.

PMI Recognition of Haward Courses

The Project Management Institute (**PMI**) recognizes Haward's Continuing Education Units (CEUs).

The recognition and acceptance of our PDUs/CEUs fall under Category B of PMI's "**PDU Activity Reporting Form**". Hence what the delegates simply need to do is to complete this form (we can help our clients to do that) and submit it to PMI upon the receipt of Haward's certificates and ANSI/IACET's CEUs. PMI will automatically award the delegates with 30 PMI PDUs after receiving our confirmation or once they see Haward's international-accredited certificate.

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**).

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

Dubai	**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.
Istanbul	**US$ 6,000** per Delegate + **VAT**. This rate includes Participants Pack (Folder, Manual, Hand-outs, etc.), 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 by Haward Technology 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

Certificates are accredited by the following international accreditation organizations: -

- <u>The International Accreditors for Continuing Education and Training (IACET - USA)</u>

  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.

- 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.

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. Pan Kidis, MBA, BSc, is a **Senior Management Consultant** with over **30 years** of extensive experience in **Project Management**, **Project Management Compliance**, **Coaching**, **Human Resource** Development, **Psychometric** Testing, **Career Development** & Competence, **Succession Planning**, **Self-Development & Empowerment**, **Personal Learning Needs Identification**, Critical Success Factors (**CSFs**), Key Performance Indicators (**KPIs**), Productivity **Creativity & Thinking** Modes, **Human Resource Scorecard** Management, **Career Laddering**, **Logistics & Transportation Planning** Methods, **Forecasting Logistics** Demands, Visual Network Model, **Logistics Operations**, **Strategic Transport Planning**, **Transport** System, **Fleet Planning**, Routing & Scheduling, **Transport** Cost Concepts & Elements, Costing Vehicles & Trips, Tariff Fixing, **Supply Chain & Operations** Management, **Logistics & Production** Planning, **Cost Reduction** Techniques, **Inventory** Management, **Business Analysis**, **Risk** Management, **Production** Management, **Warehouse** Management, **Production Planning, Material Requirement Planning**, **Budgeting**, Production & Shop Floor Scheduling, **Cost Analysis**, **Database** Design & Implementation, **Business Administration, Production Data** Acquisition & Analysis, Industrial **Logistics**, Process Improvement, Team Leadership & Training, Textile Manufacturing, Staff Reduction, **Warehouse** and **Shipping**. Further, he is also well-versed in **Cash Flow** Management, **Decision Making** Techniques, Production Planning & Scheduling, Production & Product Inventory Control, **Inventory** Analysis Tools, **Stock Management** Techniques, Material Handling, Process Improvement & Equipment Selection, **Costing & Budgeting**, Wastewater Treatment Plant Monitoring & Control, Volume Tank Measurements, Data Acquisition and Energy Conservation. He is currently the **Business Analyst** of Diasfalisis Ltd. wherein he is responsible in the design of the proposed business model and develop and evaluate new applications.

Mr. Kidis had occupied several significant positions as the **Supply Chain Manager**, **Production Planning & Logistics Manager**, **Purchasing Office Manager**, **Project Manager**, **Assistant Dyeing Manager**, **Production Supervisor**, **Production Coordinator** and Design & Analysis Intern for various international companies such as the Hellenic Fabrics, **AKZO Chemicals Ltd.** and **EKO Refinery** and Greek Navy Force.

Mr. Kidis has a **Master's** degree in **Business Administration** from the **University of Kent**, **UK** and a **Bachelor** degree in **Chemical Engineering** from the **Aristotle University of Thessaloniki**, **Greece**. Further, he is a **Certified Instructor/Trainer**, a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management** (**ILM**) and has delivered numerous trainings, courses, workshops, seminars and conferences internationally.

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 be always met:

Day 1

0730 - 0800	*Registration & Coffee*
0800 - 0815	*Welcome & Introduction*
0815 - 0830	**PRE-TEST**
0830 - 0900	**Introduction to Project Management** *Introductory Concepts & Definitions ● Purpose Philosophy & Use Of PM*
0900- 0945	**Project Initiation** *Processes & Techniques for Project Selection ● Project Objectives*
0945 - 1000	*Break*
1000 - 1115	**Project Definition** *Project Brief ● Project Manager ● Project Team ● Project Stakeholders ● Communication ● Project Charter*
1115 - 1200	**Project Planning** *Scope of Work (SOW) ● Planning Process*
1200 - 1230	*Break*
1230 - 1420	**Project Planning (cont'd)** *Work Breakdown Structure (WBS) ● Activity Lists*
1420 - 1430	**Recap**
1430	*Lunch & End of Day One*

Day 2

0730 - 0930	**Project Scheduling** *Logical Network (CPM/PERT)*
0930 - 0945	*Break*
0945 - 1100	**Project Scheduling (cont'd)** *Activity Based Networks*
1100 - 1200	**Costing & Budgets** *Cost Estimation ● Budgets*
1200 - 1230	*Break*
1230 - 1420	**Schedule Bar Charts** *Gantt Charts ● Committed Cash Flow ● Resource Planning ● Resource Leveling*
1420 - 1430	**Recap**
1430	*Lunch & End of Day Two*

Day 3

0730 - 0830	**Organize the Project** *Resources & Materials ● Responsibilities & Reporting*
0830 - 0930	**Multiple Projects**
0930 - 0945	*Break*
0945 - 1030	**Project Control** *Basics ● Scope Change Control ● Change Control Process*
1030 - 1100	**Project Control (cont'd)** *Feedback Methods*

1100 - 1200	**Project Control (cont'd)** *Earned Value Management*
1200 - 1230	*Break*
1230 - 1330	**Project Control (cont'd)** *Variance Analysis*
1330 - 1420	**Trade-offs & Project Acceleration**
1420 - 1430	**Recap**
1430	*Lunch & End of Day Three*

Day 4
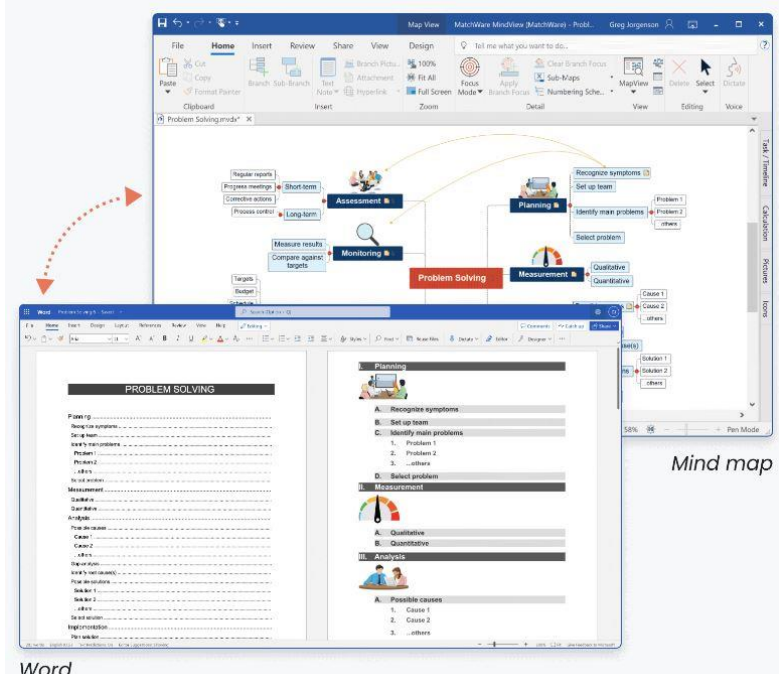
0730 - 0830	**Project Risk Management**
0830 - 0930	**Project Close-out**
0930 - 0945	*Break*
0945 - 1015	**Project Documentation**
1015 - 1200	**Review: Case Study Dorale Products**
1200 - 1230	*Break*
1230 - 1420	**Review: Case Study Greyson Corporation**
1420 - 1430	**Recap**
1430	*Lunch & End of Day Four*

Day 5

0730 - 0800	**Review: Critical Path Method Case Study**
0800 – 0930	**Review: Critical Path Method Case Study (cont'd)**
0930 - 0945	*Break*
0945 – 1200	**Review: Delta Corporation**
1200 - 1230	*Break*
1230 – 1345	**Review: Delta Corporation (cont'd)**
1345 - 1400	**Course Conclusion**
1400 – 1415	**POST-TEST**
1415 – 1430	*Presentation of Course Certificates*
1430	*Lunch & End of Course*
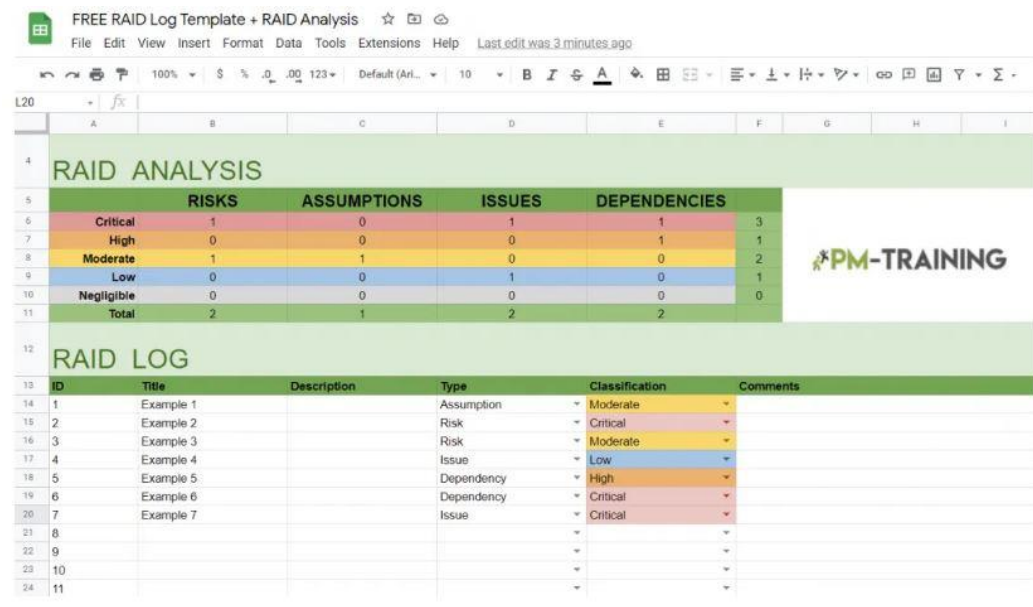
Simulator (Hands-on Practical Sessions)

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 "Raidlog Simulator".

Word

Mind map

Mindview Software

Raidlog Simulator

Course Coordinator

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