Haward Technology Middle East

COURSE OVERVIEW PM0331
Reporting and Analysis (Projects)

Course Title
Reporting and Analysis (Projects)

Course Date/Venue
Session 1: May 11-15, 2025/Boardroom 1, Elite Byblos Hotel Al Barsha, Sheikh Zayed Road, Dubai, UAE

Session 2: October 13-17, 2025/Fujairah Meeting Room, Grand Millennium Al Wahda Hotel, Abu Dhabi, UAE

Course Reference
PM0331

Course Duration/Credits
Five days/3.0 CEUs/30 PDHs

Course Description

This hands-on, highly-interactive course includes real-life case studies and exercises where participants will be engaged in a series of interactive small groups and class workshops.

This course is designed to provide participants with a detailed and up-to-date overview of project reporting. It covers the communication strategy, project stakeholders, project communications plan, project sponsor relationships and project screening committee; the scope management priorities, project progress, status, review, closure reports, program coordination and portfolio investment; and the executive milestone overview, project summary status, project milestone status, planned accomplishments status and internal/external integration milestone status.

Further, this course will also discuss the project issue summary, project risk summary, project metrics, changes to the risk register and value engineering issues; the updates to the project execution plan, issues raised by the project board and definition of the project handover requirements; and the next stage planning including changes to the overall project programme and project director/end user design stage review.

During this interactive course, participants will learn to stage design and cost plan review; write the engineering review meeting minutes, technical advisor group meeting minutes and stage design developments; the appointment of controls specialist and initiate site waste management process; plan application developments, procurement strategy approval and preconstruction health and safety information; employ production information approvals, production of construction drawings by the contractor and sub contractor appointments; and carryout the HSE notifications, project insurance requirements and appointment of validation specialist.

Course Objectives

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

- Apply and gain an in-depth knowledge on project reporting

- Discuss project reporting, communications strategy and project stakeholders

- Explain project communications plan, project sponsor relationships and project screening committee

- Identify the scope management priorities, project progress, status, review, closure reports, program coordination and portfolio investment reports

- Review executive milestone, project summary status, project milestone status, planned accomplishments status and internal/external integration milestone status

- Recognize project issue summary, project risk summary and project metrics

- Identify the changes to the risk register and value engineering issues

- Update project execution plan, discuss the issues raised by the project board and define the project handover requirements

- Discuss the next stage plan including changes to the overall project programme, project director/end user design stage review

- Apply stage decision and cost plan review as well as write the engineering review meeting minutes, technical advisor group meeting minutes and stage design developments

- Appoint controls specialist and initiate site waste management process

- Plan application developments, procurement strategy approval and preconstruction health and safety information

- Employ production information approvals, production of construction drawings by the contractor and sub contractor appointments

- Carryout explain HSE notifications, project insurance requirements and appointment of validation specialist

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 a basic overview of all significant aspects and considerations of project reporting for project managers, officers and those who are involved in project management.

Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course completed a minimum of 80% of the total tuition hours.

Certificate Accreditations

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**. 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. Chris Le Roux, PhD, MSc, BSc, PMI-PMP, PMI-CAPM is a **Senior Project & Management Consultant** with over **45 years** of teaching, training and industrial experience. His expertise lies extensively in the areas of **Project & Contracts** Management Skills, **Project & Construction** Management, **Project** Planning, Scheduling & Control, **Project** Management, Project Delivery & Governance Framework, **Project** Management Practices, **Project** Management Disciplines, **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, **Quality** Assurance, **Project Human Resource** Management, **Project Communications** Management, **Contract** Management, **Tender** Development, **Contract** Standards & Laws, **Dispute Resolution** & **Risk** Identification, Myers-Briggs Type Indicator (**MBTI**), **Organization** Development Consultation, Advanced Debriefing of **Emotional** Trauma, **Interpersonal Motivation**, **Model Based Interviewing**, **Leadership Orientation** Programme, **Coaching & Motivation**, **Creative Thinking & Problem-Solving** Techniques, **Emotional Intelligence**, **Presentation** Skills, **Communication & Interpersonal** Skills, Effective **Communication & Influencing** Skills, Effective **Business Writing Skills**, **Writing** Business Documents, **Business Writing** (Memo & Report Writing), **Leadership & Team Building**, Psychology of **Leadership**, **Interpersonal Skills & Teamwork**, **Coaching & Mentoring**, **Innovation & Creativity**, **Office Management & Administration** Skills, Controlling Your **Time & Managing Stress**, **Crisis** Management, Strategic **Human Resources** Management, **Change** Management, **Negotiation** Skills, **Strategic Planning**, **Risk** Analysis & Risk Management, Global Diverse & Virtual Teams Operation, Exceeding **Customer** Expectations, **Corporate Governance** Best Practice, **Business Performance** Management & Improvement, Building Environment of **Trust & Commitment**, **Win-Win Negotiation** Strategies, **Quality Improvement & Resource** Optimization, Neuro Linguistic Programming (**NLP**), **Personal Resilience** Developing, Effective Role Modelling & Development, Managing Dynamic Work Environments, Organizational Development, **Career** Management, Situation & Behaviour Analysis, Interpersonal **Motivation** Skills, **Inventory** Management and **Financial** Administration. Further, he is also well-versed in Water Supply System Security, Vulnerability & Terrorism, Integrated Security Systems, Incident Threat Characterization & Analysis, Physical Security Systems, Security Crisis, Security Emergency Plan, Command & Control System, Preventive Actions and Situation Analysis. He was the **Psychologist** & **Project Manager** wherein he was responsible in the project management and private psychology practices.

During his career life, Dr. Le Roux has gained his academic and field experience through his various significant positions and dedication as the **Director**, **Medico Legal Assessor Psychologist**, **Training & Development General Manager**, **Project Manager**, **Account Manager**, **Commercial Sales Manager**, **Manager**, **Sales Engineer**, **Project Specialist**, **Psychology Practitioner**, **Senior HR Consultant**, **Senior Lecturer**, **Senior Consultant/Trainer**, **Business Consultant**, **Assistant Chief Education Specialist**, **ASI Coordinator**, **Part-time Lecturer/Trainer**, **PMP & Scrum Trainer**, **Assessor & Moderator**, **Team Leader**, **Departmental Head**, **Technical Instructor/Qualifying Technician**, **Apprentice Electrician: Signals** and **Part-Time Electrician** from various companies and universities such as the South African Railway (SAR), Department of Education & Culture, **ESKOM**, Logistic Technologies (Pty. Ltd), Human Development: Consulting Psychologies (HDCP) & IFS, Mincon, Eagle Support Africa, Sprout Consulting, UKZN, Grey Campus, Classis Seminars, CBM Training, just to name a few.

Dr. Le Roux has a **PhD** in **Commerce Major** in **Leadership** in **Performance & Change**, a **Master's** degree in **Human Resource Management**, a **Bachelor's** degree (with Honours) in **Industrial Psychology**, a National Higher Diploma and a National Technical Diploma in **Electrical & Mechanical Engineering**. Further, he is a **Certified Project Management Professional** (**PMI-PMP**), a **Certified Associate** in **Project Management** (**PMI-CAPM**), a **Certified Scrum Master Trainer** by the VMEdu, a **Certified Instructor/Trainer** and a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management** (**ILM**). Moreover, he is a **Registered Industrial Psychologist** by the Health Professions Council of South Africa (HPCSA), a **Registered Educator** by the South African Council for Educators (SACE) and a **Registered Facilitator**, **Assessor & Moderator** with Education, Training and Development Practices (ETDP) SETA. He has further delivered numerous trainings, courses, seminars, conferences and workshops globally.

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

US$ 5,500 per Delegate + **VAT**. The 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 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	Registration & Coffee
0800 – 0815	Welcome & Introduction
0815 – 0830	PRE-TEST
0830 – 0900	Introduction to Project Reporting
0900– 0930	Communications Strategy & Project Stakeholders
0930 – 0945	Break
0945 – 1030	Project Communications Plan
1030 – 1100	Project Sponsor Relationships
1100 – 1130	Project Steering Committee
1130 – 1245	Break
1245 – 1315	Scope Management Priorities
1315 – 1330	Project Progress, Status, Review & Closure Reports
1330 – 1420	Program Coordination & Portfolio Investment Reports
1420 – 1430	Recap
1430	Lunch & End of Day One

Day 2

0730 – 0830	Executive Milestone Overview
0830 – 0930	Project Summary Status
0930 – 0945	Break
0945 – 1100	Project Milestone Status
1100 – 1130	Planned Accomplishments Status
1130 – 1230	Internal/External Integration Milestone Status

1230 – 1245	*Break*
1245 – 1315	**Project Issue Summary**
1315 – 1330	**Project Risk Summary**
1330 – 1420	**Project Metrics**
1420 – 1430	**Recap**
1430	*Lunch & End of Day Two*

Day 3

0730 – 0830	**Changes to the Risk Register**
0830 – 0930	**Value Engineering Issues**
0930 – 0945	*Break*
0945 – 1100	**Updates to the Project Execution Plan**
1100 – 1130	**Issues Raised by the Project Board**
1130 – 1230	**Definition of the Project Handover Requirements**
1230 – 1245	*Break*
1245 – 1315	**Next Stage Plan including Changes to the Overall Project Programme**
1315 – 1330	**Project Director/End User Design Stage Reviews**
1330 – 1420	**Stage Design & Cost Plan Review**
1420 – 1430	**Recap**
1430	*Lunch & End of Day Three*

Day 4

0730 – 0830	**Engineering Review Meeting Minutes**
0830 – 0930	**Technical Advisor Group Meeting Minutes**
0930 – 0945	*Break*
0945 – 1100	**Stage Design Developments**
1100 – 1130	**Appointment of Controls Specialist**
1130– 1230	**Site Waste Management Process Initiation**
1230 – 1245	*Break*
1245 – 1315	**Planning Application Developments**
1315 – 1420	**Procurement Strategy Approval**
1420 – 1430	**Recap**
1430	*Lunch & End of Day Four*

Day 5

0730 – 0800	**Preconstruction Health & Safety Information**
0800– 0830	**Production Information Approvals**
0830 – 0930	**Production of Construction Drawings by the Contractor**
0930 – 0945	*Break*
0945 – 1030	**Sub Contractor Appointments**
1030 – 1230	**HSE Notifications**
1230 – 1245	*Break*
1245 – 1315	**Project Insurance Requirements**
1315 – 1345	**Appointment of Validation Specialist**
1345 – 1400	**Course Conclusion**
1400 – 1415	**POST-TEST**
1415 – 1430	*Presentation of Course Certificates*
1430	*Lunch & End of Course*

Practical Sessions

This hands-on, highly-interactive course includes real-life case studies and exercises:-

Course Coordinator

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