

Scandinavian Academy Training Center

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Riyadh - Al Khaleej District - Sheikh Abdul Aziz Bin Abdul Rahman Bin Bishr Street - 13223 - Office No. 5 | P.O.BOX : 13224

# Course: Project Management Essentials Defining and Managing Project Success

| Code | City | hotel | Start | End | price | Language - Hours |
|---|---|---|---|---|---|---|
| PM-379SA | Riyadh | Hotel Meeting Room | 2027-04-11 | 2027-04-15 | 12950 SR | En - 25 |

## Why Choose this Course?

This course is designed to present the basics of project management with a focus on understanding project management terms, project selection, planning, estimating, scheduling, and earned value management. If you are new to projects or been assigned to projects and need to understand how to manage the project, this is the course for you. This course will also cover the highlights of quality, risk and procurement. You will leave this course with a full understanding of what project management is and how to manage a successful project.

**This course will feature:**

- Review & understanding of common project management practices.
- Hands on experience with the project charter, scope statement, & earned value management.
- Appraisal of projects using project selection techniques, project chartering & gathering requirements
- Understand project management tools & procedures that can be implemented to improve or establish formal project management methodologies

## What are the Goals?

**By the end of this course, participants will be able to:**

- Understand the fundamentals of project management - the ability to initiate, plan

& execute basic controls for a project
- Understand the techniques of project planning and how to deliver one
- Understand how to define project success using key performance indicators & quality metrics
- Identifying risks and understanding the advantages of various types of contracts
- Understand how to control, manage and close a project to your customers satisfaction

## Who is this Course for?

**This course is suitable to a wide range of professionals but will greatly benefit:**

- Those who are actually or potentially involved in projects
- Business professionals who currently work on projects or are occasionally assigned to work as project team members in any business work areas.
- Those who directly contribute to projects. It is ideal for candidates who are intending to start managing projects soon, need to learn project management skills quickly, or need to know how to effectively select and manage projects.

## How will this be Presented?

This course will utilise a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. The course is highly interactive and is designed with briefings and a central project scenario as the driver for all course learning. Students will complete several elements of project work through assigned roles. Several work products will be created including a Scope statement, WBS, Risk Register, activity list, network diagram and earned value report. There will be open discussion and real world examples with the emphasis on learning by doing.

## The Course Content

## Day One

## Project Management Basics, History, Benefits and Components

- Understanding what project management is
- Defining project and product life cycles
- Understanding Best Practice Project Management
- How to Initiate a Project: - How to do it
- Managing the project selection process
- Writing SMART objectives and business cases
- Practical Exercise: Creating SMART objectives
- Project Exercise: Project Selection exercises

## Day Two

## Project Planning, Charters, Work Breakdown Structures and Scope Statements

- Developing the project documentation for senior management sign-offs,
- Defining the project management
- Understand how to collect requirements
- Defining the full project scope
- Creating and analysing the project with Work Breakdown Structures
- Practical Exercise: Writing the Project Charter
- Practical Exercise: Gathering Requirements
- Practical Exercise: Creating the Work Breakdown Structure
- Practical Exercise: Writing the Scope Statement

## Day Three

## Creating and Managing the Project Schedule and Budget

- Understanding what a realistic schedule is
- Defining and managing dependencies
- How to estimate project durations and costs
- Creating and optimizing the project schedule
- Presenting your schedule and resource constraints
- How to control the cost, schedule and resources
- Practical Exercise: Network diagramming practice
- Practical Exercise: Create, sequence activities and determine duration estimations
- Practical Exercise: Complete analogous, parametric and three-point estimating

**Day Four**

**Planning for Quality, HR, Communications, Risk and Procurement**

- Defining and controlling project KPI’s / Metrics
- Presenting and defining the project resource plan
- Developing a communication plan
- Managing Virtual Teams
- Understanding and reviewing project risk
- Managing the project contract against project constraints
- Practical Exercise: Create quality project metrics
- Practical Exercise: Conduct a project meeting
- Practical Exercise: Risk Management project exercise

**Day Five**

**Working, controlling and closing the project**

- Using project software to track projects
- Dealing with project management problems
- Project case reviews and discussion

- Project Management leadership, communications and meetings best practices
- Closing the project including project administration, hand-offs, document updates, and lessons learned
- Lessons learned, why, when and what

**The Scandinavian Academy for Training Center** adopts the latest scientific and professional methodologies in training and human resource development, aiming to enhance the efficiency of individuals and organizations. Training programs are delivered through a comprehensive approach that includes:

- Theoretical lectures supported by PowerPoint presentations and visual materials (videos and short films).
- Scientific evaluation of participants before and after the program to measure progress and knowledge acquisition.
- Brainstorming sessions and practical role-playing to simulate real-life scenarios.
- Case studies tailored to align with the training content and participants work nature.
- Assessment tests conducted at the end of the program to evaluate the achievement of training objectives.

Each participant receives the training material (both theoretical and practical) in printed form and saved on a CD or flash drive. Detailed reports, including attendance records, final results, and overall program evaluations, are also provided.

Training materials are prepared professionally by a team of experts and specialists in various fields. At the end of the program, participants are awarded a professional attendance certificate, signed and accredited by the Scandinavian Academy for Training Center.

**Program Timings:  9:00 AM to 2:00 PM**

**The program includes:**

- A daily buffet provided during the sessions to ensure participants comfort.
- A closing ceremony on the final day to distribute certificates and celebrate participants achievements.
- **Note: All prices are exclusive of 15% Value Added Tax (VAT).**

# Our Success Partners

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