

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, Scheduling & Compliance: Planning, Scheduling & Control

| Code | City | hotel | Start | End | price | Language - Hours |
|---|---|---|---|---|---|---|
| PM-659SA | Dammam | Hotel Meeting Room | 2027-02-07 | 2027-02-11 | 12950 SR | En - 25 |

## INTRODUCTION

Covering the entire project life cycle, this programme 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 programme you will learn how to:**

- Establish and accomplish goals that are linked directly to stakeholder needs
- Utilize tried and proven project management tools to get the job done on time, within budget and accordance with requirements
- Work through a proactive approach to risk that will give you a clear understanding of both qualitative and quantitative risk analysis

## 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 programme 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

## PROGRAMME OBJECTIVES

- Establish project goals and objectives that are directly linked to stakeholders' needs
- Develop and use work breakdown structures
- Develop realistic and measurable objectives to ensure positive results
- Estimate project time and costs using proven techniques
- Establish a project control system and monitor progress
- Use a practical, step-by-step process to manage project risk
- Identify threats and opportunities to your project, and weigh their relative value
- Identify and overturn the psychological barriers to risk in stakeholders

## TRAINING METHODOLOGY

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

## PROGRAMME SUMMARY

This programme 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 programme 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.

## PROGRAMME OUTLINE

## DAY 1 - Foundations of Project Management

- The Nature of Projects and 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 Project Risks
- Managing Stakeholders
- 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)
- 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 2 - 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

**DAY 3 - 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 4 - 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 5 - 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

**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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