

Scandinavian Academy Training Center

Mobile | 00966536473335 : Mobile | 00966112695229 : Phone : 00966552365295
Email | info.en@scandinavianacademy.co Web site:https://scandinavianacademy.co/en :
Riyadh - Al Khaleej District - Sheikh Abdul Aziz Bin Abdul Rahman Bin Bishr Street - 13223 - Office No. 5 | P.O.BOX : 13224

Course: Project Management Specialist

Code	City	hotel	Start	End	price	Language - Hours
PM-380SA	Jeddah	Hotel Meeting Room	2027-09-19	2027-09-23	12950 SR	En - 25

Why Choose this Course?

This intensive project management training course offers complete guidance for managing any or all types of projects and will provide you with a solid foundation for best practice project management. The course explores how to ensure projects deliver outcomes which are both client-focused and organizationally relevant.

This course covers key aspects of project definition, planning and control to ensure relevant quality within time, budget and resource constraints. It also tackles team leadership, stakeholder management, project communications and handover to operational use. As Project Management is considered a vital organisational competency – it will also examine the role of the Project Manager and/or the Project Team, who are charged with increasing the organisation`s overall project management capability.

This course will feature:

- An introduction to the world of project management
- Project planning, scheduling and budgeting
- Project resourcing, monitoring and control
- The Project Manager’s roles and responsibilities
- Project evaluation, reporting, closure and hand-over

What are the Goals?

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

- Integrate projects within the context of the organisation
- Develop quality-focused project plans
- Monitor and control the delivery of projects
- Lead and develop effective project teams
- Maintain communication with project stakeholders

Who is this Course for?

This course is designed for professionals either directly or indirectly involved in the delivery of projects. It is also for those charged with a more strategic role managing project portfolios.

This course is suitable for a wide range of project management professionals but will greatly benefit:

- Existing Project Managers
- New Project Managers
- Project Team Members
- Project Sponsors
- Managers of project portfolios

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. This includes small group discussions that will enable delegates to share their own experiences and discuss the course concepts.

Hands-on exercises and case studies will provide the opportunity to practice the use of the models, techniques and competencies covered. Personal assessment, reflection and action planning will ensure that delegates know how they will put the learning into practice.

The Course Content

Day One

The World of Project Management

- What is a project?
- Mature project management
- Selecting projects to meet organizational goals
- Managing programmes and portfolios
- Uncertainty in project selection decisions
- Project data, information and knowledge management

Day Two

Project Planning, Scheduling and Budgeting

- Strategic, tactical and operational planning
- The contents of a project plan
- Level of detail in scheduling
- Network logic and dependency analysis
- Project uncertainty and risk management
- Fundamentals of budgeting and cost control

Day Three

Project Resourcing, Monitoring and Control

- Resource allocation
- Expediting a project

- The Critical Chain approach
- Designing the monitoring cycle
- Performance indicators and control mechanisms
- Designing the change control system

Day Four

The Project Manager’s Roles and Responsibilities

- Selection of the Project Manager
- Project Team-building and empowerment
- Delegating with confidence
- Communication within the project team
- Project team leadership
- Conflict handling

Day Five

Project Evaluation, Reporting, Closure and Hand-over

- Evaluation criteria and project auditing
- Analysing project performance
- Progress reports and records
- Determinants of project success
- Successful project hand-over
- Lessons learned and creating learning culture

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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المملكة العربية السعودية - الرياض - حي الخليج - شارع الشيخ عبد العزيز بن عبد الرحمن بن بشر - 13223 - مكتب رقم 5
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