

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: The Complete Course on Project Management

Code	City	hotel	Start	End	price	Language - Hours
PM-323SA	Jeddah	Hotel Meeting Room	2027-02-14	2027-02-18	12950 SR	En - 25

The Course

Project Management has gone beyond being merely a personal skill set. It is now considered a vital organisational competency. So whether you are charged with increasing your organisation`s total project management capability or you are playing a role on a project, you will find this course offering a complete guidance for managing any type of project. The course is designed to help you master the science of project management and to provide you with a solid foundation for the art of project management and leadership.

The Goals

The bottom line is project management is about applying specific principles to bring in projects on time, within budget, and to specifications. As a result, the key objective of this course is to master planning tools, management techniques, and people skills that will ensure project success.

The Process

The course uses both conventional and non-traditional techniques, utilises hands-on case studies and group discussions and provides thorough coverage of concepts, techniques, and relevant case studies.

The Benefits

- Better understanding of project selection decisions
- Improved ability of delegates to plan, schedule and control a project
- Mastering inter-personal skills needed to effectively manage project teams
- Improved ability to develop appropriate performance measures
- A wider choice of project planning techniques

The Results

- Develop an understanding of project selection methods
- Gain practical tips, advice and insight from an experienced project manager
- Examine simple and advanced project planning techniques
- Improve understanding of incorporating risk in project planning
- Review best practice in project planning and control

The Core Competencies

- Planning theory and application
- Risk analysis & management
- Cost estimating
- Budgeting
- Performance management
- Project progress reporting

The Programme Content

Day One : The World of Project Management

- Project lifecycle model
- Classic and modern project constraints and parameters
- The concept of project management maturity
- Selecting projects to meet organizational goals
- Aggregating projects into programmes and portfolios

- Establishing a project support office
- Considering and confronting uncertainty in project selection decisions
- Project data, information and knowledge management
- The art, science and practice of project management
- Case Studies and Group Exercises

Day Two : Project Planning, Scheduling and Budgeting

- Project plan vs. Project planning
- 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
- Introducing uncertainty in planning
- Fundamentals of budgeting & cost control
- Methods of budgeting
- Improving cost estimates
- Best practices of project planning, scheduling and budgeting
- Case Studies and Group Exercises

Day Three : Project Resourcing, Monitoring and Control

- Resource allocation
- Expediting a project
- Allocating scarce resources to projects
- The Critical Chain approach
- Designing the monitoring cycle
- Performance indicators and feedback mechanisms
- Earned value management
- Designing the change-control system
- Proactive management and plan updating
- Case Studies and Group Exercises

Day Four : The Project Manager’s Roles and Responsibilities

- Selection of the Project Manager
- Project Team-building and empowerment
- Team management challenges
- Delegating with confidence
- Communication within the project team
- Project team leadership
- Multidisciplinary teams
- Conflict handling
- Best practices of people-based project management
- Case Studies and Group Exercises

Day Five : Project Evaluation, Reporting, Closure and Hand-over

- Evaluation criteria
- Project auditing
- Project review meetings
- Analysing project performance
- Progress reports and records
- Determinants of project success
- Successful project hand-over
- Lessons learned and creating learning culture
- Best practices of project evaluation, reporting and closure

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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