Projacs
an egis company
بروجاكس للتدريب والتطوير
Projacs Training and Development

Planning, Organizing and Controlling Projects

التخطيط والتنظيم والتحكم بالمشاريع

07 – 11 September 2020

Istanbul / Turkey

A Member of:
PROJACS ACADEMY

ProjacsAcademy.com

Introduction

As organizations continue to use and apply project management methodologies, there is an increased need to have a formal project management tools and techniques to be employed in order to increase the efficiency and the effectiveness of the organization and the project manager in managing the initiated projects within the organization.
This course will enable the attendees to align key tool and techniques to project management with their current project management skills and apply this techniques to their project.

Objectives

By the end of this course practitioners shall learn to:

- Establish clear and realistic targets and objectives for projects and ensure completion is on time and within budget.
- Create a true picture of progress achieved.
- Understand how to implement earned value metrics to measure efficiency and effectiveness
- Produce accurate, workable plans giving a detailed breakdown of costs, timescales, tasks and resources

Who Should Attend?

Project manager, project team, functional managers, administration team, operation team, operation managers, individuals seeking to have the knowledge and information about how to plan, organize and control the project.

Course Outline

DAY 1:

- Pre-exam assessment
- Introduction and basic concepts project management
- Overview of project life cycle and project management life cycle
- Overview of project scope management.
- The project manager and functional manager role.
- The project manager as planning agent
- Stakeholder management and engagement

DAY 2:

- What is planning?
- The planning cycle
- Milestone Schedule
- Work Breakdown Structure and it importance
- Issues with WBS decomposition
- Project Plan

DAY 3:

- What id project Estimating?
- Principles and main concepts
- Prepare for estimating
- Create project estimate
- Manage the estimate
- Estimating process improvement

DAY 4:

- What is project control?
- What is Earned Value management?
- Working with Earned Value Management
- What is project metrics?
- Old and new views of metrics
- Metrics types and categories
- Selecting the project metrics

DAY 5:

- What is Key Performance Indicator?
- KPI characteristics
- KPI Selection
- KPI Measurements
- Post-Exam Assessment

Training Method

- Pre-assessment
- Live group instruction
- Use of real-world examples, case studies and exercises
- Interactive participation and discussion
- Power point presentation, LCD and flip chart
- Group activities and tests
- Each participant receives a binder containing a copy of the presentation
- slides and handouts
- Post-assessment

Program Support

This program is supported by interactive discussions, role-play, and case studies and highlight the techniques available to the participants.

Schedule

The course agenda will be as follows:

- Technical Session 08.30-10.00 am
- Coffee Break 10.00-10.15 am
- Technical Session 10.15-12.15 noon
- Coffee Break 12.15-12.45 pm
- Technical Session 12.45-02.30 pm
- Course Ends 02.30 pm

Course Fees*

- **2,950USD**
  **VAT is Excluded If Applicable*

مقدمة

تواصل المنظمات سعيها إلى استخدام وتطبيق منهجيات إدارة المشاريع، فان هناك حاجة متزايدة لتوفير أدوات وتقنيات إدارة المشاريع لاستخدامها من أجل زيادة كفاءة وفعالية المنظمة وكفاءه مديرين المشاريع الذين يقومون بإدارة المشاريع التي بدأت داخل المنظمة.
وسوف تمكن هذه الدورة الحاضرين من التعرف على الأدوات والتقنيات الرئيسية لإدارة المشاريع.

أهداف البرنامج

في نهاية هذه الدورة المتدربين سوف يتمكن المتدربون من:

- تحديد أهداف وغايات واضحة وواقعية للمشاريع وضمان الانتهاء في الوقت المحدد وفي حدود الميزانية.
- إنشاء صورة حقيقية عن التقدم المحرز.
- فهم كيفية تطبيق مقاييس القيمة المكتسبة لقياس الكفاءة والفعالية
- وضع خطط دقيقة وقابلة للتطبيق تعطي تحليلا مفصلا للتكاليف، الجداول الزمنية، والمهام والموارد

الحضور

مدير المشروع، وفريق المشروع، ، وفريق الإدارة، ، مديري العمليات، الأفراد الذين يسعون إلى الحصول على المعارف والمعلومات حول كيفية تخطيط وتنظيم ومراقبة المشروع.