"Advanced Project Management" Course

Advanced Project Management Course Information & Agenda

Learn the Project Management (PM) Knowledge, skills, and Tools & Techniques you need to become productive (**Productivity = 3Es = Efficiency + Effectiveness + Economy**) in the PM profession. Built along the PM life cycle, this course covers detailed topics of the concepts of PM: initiating, planning, executing, monitoring & controlling, and closing the project. Improves your management skills and abilities to define the project scope, create a workable project plan, and manage within the budget and schedule and up to the quality standard. Lecture and discussion are reinforced with team and individual exercises, and case study assignments with your feedback are critiqued by the facilitator and other student teams.

This course can be applied towards the Project Management Institute (PMI) Project Management Professional (PMP) Credential. Based on PMBOK Guide - 6th Edition.

Target Audience:

This is a course for qualified Knowledge Workers and experienced Project Managers, who will be actively involved in projects and professional project management.

Skill Taught:

- Use PM skills across your organization
- Build a performing organization structure and project team
- Identify and validate your project requirements
- Establish a project estimate and a project schedule
- Develop a Work Breakdown Structure (WBS)
- Create a project plan
- Manage overall change control
- Control project execution processes
- Terminate a project with the right closeout strategy
- Understand the basic terms and concepts of PM.

Training Methodology

It is conducted in a highly interactive format; incorporating participant-centered learning activities such, simulations, exercises, and practice exams.

About the Consultant & Trainer

Azam Zaqzouq, MCT, PMP

Kindly visit: www.zaqzouq.com

Course Agenda & Outlines

Day 1 (7 Hours)	
The Project Management Framework	**إطارُ عَمَلِ إدارَةِ المَشْروعات**
• Introduction to Project Management (PM)	• مَدخَلٌ إلى إدارَةِ المَشْروعات
• The Environment in which Projects Operate	• بِيئَةُ عَمَلِ المَشْروعات
• The Role of the Project Manager	• دَوْرُ مُدِيرِ المَشْروعات
• Discussing and handling Pertinent Situations	• مناقشةُ ومعالجةُ حالاتٍ ظرفيةٍ ذات عَلاقة
Project Integration Management (Course Infrastructural)	**إدارَةُ تَكامُلِ المَشْروع (بِنيَةُ الدَّورَةِ التَّحتِيَّة)**
• Develop Project Charter	• تَطْويرُ مِيثاقِ المَشْروع
• Develop Project Management Plan	• تَطْويرُ خُطَّةِ إدارَةِ المَشْروع
• Direct and Manage Project Work	• تَوْجِيهُ وَإدارَةُ عَمَلِ المَشْروع
• Manage Project Knowledge	• إدارَةُ مَعارِفِ المَشْروع
• Monitor and Control Project Work	• مُراقَبَةُ وَضَبْطُ عَمَلِ المَشْروع
• Perform Integrated Change Control	• أداءُ ضَبْطِ التَّغْيِيرِ المُتَكامِل
• Close Project or Phase	• إتْمامُ المَشْرُوعِ أَو الطَّوْر
• Collective assessment of organization Actuality	• تقييمٌ جماعيٌّ عام لواقعِ المنظمة المشروعاتيّ
Day 2 (7 Hours)	
Project Scope Management	**إدارَةُ نِطاقِ المَشْروع**
• Plan Scope Management	• تَخْطِيطُ إدارَةِ النِّطاق
• Collect Requirements	• جَمْعُ المُتَطَلَّبات
• Define Scope	• تَعْرِيفُ النِّطاق

English	العربية
• Create WBS	• إِنْشاءُ هَيْكَلِ تَحليلِ العَمَل (WBS)
• Validate Scope	• مُصادَقَةُ النِّطاقِ
• Control Scope	• ضَبْطُ النِّطاقِ
• Discussing and handling Pertinent Situations	• مناقشةُ ومعالجةُ حالاتٍ ظرفيةٍ ذات عَلاقة
Project Schedule Management	**إِدارَةُ الجَدوَلِ الزَّمَنيّ لِلمَشْروع**
• Plan Schedule Management	• تَخْطيطُ إِدارَةِ الجَدوَلِ الزَّمَنيّ
• Define Activities	• تَعْريفُ الأَنْشِطَة
• Sequence Activities	• سَلْسَلَةُ الأَنْشِطَة
• Estimate Activity Durations	• تَقْدِيرُ مُدَدِ الأَنْشِطَة
• Develop Schedule	• تَطْويرُ الجَدوَلِ الزَّمَنيّ
• Control Schedule	• ضَبْطُ الجَدوَلِ الزَّمَنيّ
• Discussing and handling Pertinent Situations	• مناقشةُ ومعالجةُ حالاتٍ ظرفيةٍ ذات عَلاقة

Day 3 (7 Hours)

English	العربية
Project Cost Management	**إِدارَةُ كُلْفَةِ المَشْروع**
• Plan Cost Management	• تَخْطيطُ إِدارَةِ الكُلْفَةِ
• Estimate Costs	• تَقْدِيرُ التَّكاليف
• Determine Budget	• تَقْريرُ المُوازَنَة
• Control Costs	• ضَبْطُ التَّكاليف
• Discussing and handling Pertinent Situations	• مناقشةُ ومعالجةُ حالاتٍ ظرفيةٍ ذات عَلاقة
Project Quality Management	**إِدارَةُ جَوْدَةِ المَشْروع**
• Plan Quality Management	• تَخْطيطُ إِدارَةِ الجَوْدَة
• Manage Quality	• إِدارَةُ الجَوْدَة

English	العربية
• Control Quality	• ضَبطُ الجَوْدَة
• Discussing and handling Pertinent Situations	• مناقشةُ ومعالجةُ حالاتٍ ظرفيةٍ ذات عَلاقة
Project Resource Management	**إدارَةُ مَوارِد المَشْروع**
• Plan Resource Management	• تَخْطِيطُ إدارَةِ المَوارِد
• Estimate Activity Resources	• تَقْدِيرُ مَوارِد الأَنْشِطَة
• Acquire Resources	• اكْتِسابُ المَوارِد
• Develop Team	• تَطْوِيرُ الفَرِيق
• Manage Team	• إدارَةُ الفَرِيق
• Control Resources	• ضَبْطُ المَوارِد
• Discussing and handling Pertinent Situations	• مناقشةُ ومعالجةُ حالاتٍ ظرفيةٍ ذات عَلاقة

Day 4 (7 Hours)	
Project Communications Management	**إدارَةُ تَواصُلِ المَشْروع**
• Plan Communications Management	• تَخْطِيطُ إدارَةِ التَّواصُل
• Manage Communications	• إدارَةُ التَّواصُل
• Monitor Communications	• مُراقَبَةُ التَّواصُل
• Discussing and handling Pertinent Situations	• مناقشةُ ومعالجةُ حالاتٍ ظرفيةٍ ذات عَلاقة
Project Risk Management	**إدارَةُ مُجازَفاتِ المَشْروع**
• Plan Risk Management	• تَخْطِيطُ إدارَةِ المُجازَفات
• Identify Risks	• تَحْدِيدُ المُجازَفات
• Perform Qualitative Risk Analysis	• أداءُ التَّحلِيلِ النَّوْعِيِّ للمُجازَفات
• Perform Quantitative Risk Analysis	• أداءُ التَّحلِيلِ الكَمِّيِّ للمُجازَفات
• Plan Risk Responses	• تَخْطِيطُ اسْتِجاباتِ المُجازَفات

English	العربية
• Implement Risk Responses	• إِنْجازُ اسْتِجاباتِ المُجازَفات
• Monitor Risks	• مُراقَبَةُ المُجازَفات
• Discussing and handling Pertinent Situations	• مناقشةُ ومعالجةُ حالاتٍ ظرفيةٍ ذات عَلاقة

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English	العربية
Project Procurement Management	**إِدارَةُ تَوْريداتِ المَشْروع**
• Plan Procurement Management	• تَخْطيطُ إِدارَةِ التَّوْريدات
• Conduct Procurements	• تَدْبيرُ التَّوْريدات
• Control Procurements	• ضَبْطُ التَّوْريدات
• Discussing and handling Pertinent Situations	• مناقشةُ ومعالجةُ حالاتٍ ظرفيةٍ ذات عَلاقة
Project Stakeholder Management	**إِدارَةُ مَعْنِيّي المَشْروع**
• Identify Stakeholders	• تَحْديدُ المَعنِيّين
• Plan Stakeholder Engagement	• تَخْطيطُ انخِراطِ المَعْنِيّين
• Manage Stakeholder Engagement	• إِدارَةُ انخِراطِ المَعْنِيّين
• Control Stakeholder Engagement	• مُراقَبَةُ انخِراطِ المَعْنِيّين
• Discussing and handling Pertinent Situations	• مناقشةُ ومعالجةُ حالاتٍ ظرفيةٍ ذات عَلاقة