

Project Stakeholder Management Course

What Is Project Stakeholder Management?

Stakeholder. An individual, group, or organization that may affect, be affected by, or perceive itself to be affected by a decision, activity, or outcome of a project, program, or portfolio¹.

The goal of **Project Stakeholder Management** is to analyze stakeholder expectations and their impact on the project, and to develop appropriate management strategies for effectively engaging stakeholders in project decisions and execution.

The **processes** support the work of the project team to analyze stakeholder **expectations**, assess the **degree** to which they impact or are impacted by the project, and develop strategies to effectively **engage** stakeholders in support of project decisions and the planning and execution of the work of the project.

Project Stakeholder Management Course & Workshop Information & Agenda

Project Stakeholder Management Course & Workshop Objectives

On completion of the Course, participants will achieve the following SMART² objectives:

- Understand the fundamentals of Stakeholder Management including its constituent processes and the types of Stakeholder project managers may encounter.
- Understand the terms and concepts of Project Stakeholder Management.
- Understand the components of Stakeholder planning and identification.
- Understand how to analyze project Stakeholder.
- Understand how to respond to, monitor, and control project Stakeholder.

¹ PMI PMBOK® Guide –6th Edition.

² **SMART** = Specific, Measurable, Attainable, Results-oriented and Time-delimited.

- Prepare the participants for the Project Stakeholder Management in particular and PMP® Examination preparation in general.
- Use Project Stakeholder Management Knowledge, Skills, and Tools & Techniques across their organizations.
- Cover a complete set of review materials including, but are not limited to, sample practice exams, games, exercises... etc.

Who Should Attend?

Professionals who are involved in managing projects and having the desire to obtain proven strategies and practical approaches to the management of Stakeholders associated with projects, such as:

- Resource Managers
- Project Management Teams (PMTs)
- Program managers and managers of project managers
- Project managers and other project team members
- Members of a **Project/Program Management Office (PMO)**
- Functional managers with employees assigned to project teams
- Educators, Consultants and other specialists in project management and related fields
- Trainers developing project management educational programs

Training Methodology

It is conducted in a highly interactive and facilitated format, incorporating participant-centered learning activities such as pair and group work, games, exercises, and practice exams. Participants will experience the real-life examples & actual test environment.

Prerequisites

This Course assumes that participants are already aware of basic project management theory, principles, techniques, and procedures.

Certification

A **Certificate of Achievement** will be awarded to those who faithfully attend, participate, and successfully complete the Course.

Course & Workshop Language

English (Instructions & Materials).

Course & Workshop Venue

To be determined.

Training Date & Timing

Month -----, 200--. All sessions will start at **09:00 a.m.** and finish around **01:00 p.m.**

Course & Workshop Agenda & Outlines

Day 1 (4 Hours)	
Project Stakeholder Management Overview & Context <ul style="list-style-type: none">• Introduction to Project Stakeholder Management• Key Concepts for Project Stakeholder Management• Trends And Emerging Practices in Project Stakeholder Management• Tailoring Considerations in Project Stakeholder Management	إدارة مَعْنِيَّي المشروع: الخلاصة & السِّياق 0. مُقَدِّمَةٌ فِي إِدَارَةِ مَعْنِيَّي المشروع 1. المَفَاهِيمُ المِفْتَاحِيَّةُ الرَّئِيسِيَّة 2. الاتِّجَاهَاتُ وَالمُمَارَسَاتُ النَّاشِئَةُ فِي إِدَارَةِ مَعْنِيَّي المشروع 3. اعتِّبَارَاتُ تَكْيِيفِ إِدَارَةِ مَعْنِيَّي المشروع

<ul style="list-style-type: none"> • Considerations For Agile/Adaptive Environments 	<p>4. اعتبارات الحَيَوِيَّةِ أو البيئَةِ التَّكْثِيفِيَّةِ لإدارة معنِيي المشروع</p>
<p>Identify Stakeholders</p> <p>✓ Identify Stakeholders: Inputs</p> <ul style="list-style-type: none"> • Project Charter • Business documents • Project Management Plan • Project Documents • Agreements • Enterprise Environmental Factors (EEFs) • Organizational Process Assets (OPAs) <p>✓ Identify Stakeholders: Tools & Techniques</p> <ul style="list-style-type: none"> • Expert Judgment • Data Gathering • Data Analysis • Data Representation • Meetings <p>✓ Identify Stakeholders: Outputs</p> <ul style="list-style-type: none"> • Stakeholder Register • Change Requests • Project Management Plan Updates • Project Documents Updates 	<p>تَحْدِيدُ الْمَعْنِيِّينَ</p> <p>✓ تَحْدِيدُ الْمَعْنِيِّينَ: الْمُدْخَلَات</p> <ul style="list-style-type: none"> • ميثاقُ المشروع • وثائقُ الاستِثمار • خُطَّةُ إدارةِ المشروع • وثائقُ المشروع • الاتِّفاقات • عوَامِلُ بيئَةِ المشروع (EEFs) • مَوْجُودُ الْعَمَلِيَّاتِ الْمُنظَّمِيَّةِ (OPAs) <p>✓ تَحْدِيدُ الْمَعْنِيِّينَ: الْوَسَائِلُ وَالْأَسَالِب</p> <ul style="list-style-type: none"> • اجْتِهَادُ الْخُبْرَاء • جَمْعُ الْمُعْطِيَّات • تَحْلِيلُ الْمُعْطِيَّات • تَمَثِيلُ الْمُعْطِيَّات • الاجْتِمَاعَات <p>✓ تَحْدِيدُ الْمَعْنِيِّينَ: الْمُخْرَجَات:</p> <ul style="list-style-type: none"> • سِجَلُ الْمَعْنِيِّينَ • طَلَبَاتُ التَّغْيِير • مُسْتَجَدَّاتُ خُطَّةِ إدارةِ المشروع • مُسْتَجَدَّاتُ وَثَائِقِ المشروع
<p>Day 2 (4 Hours)</p>	
<p>Plan Stakeholder Engagement</p> <p>✓ Plan Stakeholder Engagement: Inputs</p> <ul style="list-style-type: none"> • Project Charter • Project Management Plan • Project Documents • Agreements • Enterprise Environmental Factors (EEFs) • Organizational Process Assets (OPAs) <p>✓ Plan Stakeholder Engagement: Tools & Techniques</p> <ul style="list-style-type: none"> • Expert Judgment 	<p>تَخْطِيطُ مُشَارَكَةِ الْمَعْنِيِّينَ</p> <p>✓ تَخْطِيطُ مُشَارَكَةِ الْمَعْنِيِّينَ: الْمُدْخَلَات</p> <ul style="list-style-type: none"> • ميثاقُ المشروع • خُطَّةُ إدارةِ المشروع • وثائقُ المشروع • الاتِّفاقات • عوَامِلُ بيئَةِ المشروع (EEFs) • مَوْجُودُ الْعَمَلِيَّاتِ الْمُنظَّمِيَّةِ (OPAs) <p>✓ تَخْطِيطُ مُشَارَكَةِ الْمَعْنِيِّينَ: الْوَسَائِلُ وَالْأَسَالِب</p> <ul style="list-style-type: none"> • اجْتِهَادُ الْخُبْرَاء

<ul style="list-style-type: none"> • Data Gathering • Data Analysis • Decision Making • Data Representation • Meetings <p>✓ Plan Stakeholder Engagement: Outputs</p> <ul style="list-style-type: none"> • Stakeholder Engagement Plan 	<ul style="list-style-type: none"> • جَمْعُ الْمُعْطِيَات • تَحْلِيلُ الْمُعْطِيَات • صُنْعُ الْقَرَار • تَمَثِيلُ الْمُعْطِيَات • الاجْتِمَاعَات <p>✓ تَخْطِيطُ مَشَارَكَةِ الْمُعْنِيَيْن: الْمُخْرَجَات</p> <ul style="list-style-type: none"> • خُطَّةُ مَشَارَكَةِ الْمُعْنِيَيْن
<p>Manage Stakeholder Engagement</p>	
<p>✓ Manage Stakeholder Engagement: Inputs</p> <ul style="list-style-type: none"> • Project Management Plan • Project Documents • Enterprise Environmental Factors (EEFs) • Organizational Process Assets (OPAs) 	<p>✓ إِدَارَةُ مَشَارَكَةِ الْمُعْنِيَيْن: الْمُدْخَلَات</p> <ul style="list-style-type: none"> • خُطَّةُ إِدَارَةِ الْمَشْرُوع • وَثَائِقُ الْمَشْرُوع • عَوَامِلُ بِيئَةِ الْمَشْرُوع (EEFs) • مَوْجُودُ الْعَمَلِيَّاتِ الْمُنْتَظَمِيَّةِ (OPAs)
<p>✓ Manage Stakeholder Engagement: Tools & Techniques</p> <ul style="list-style-type: none"> • Expert Judgment • Communication Skills • Interpersonal and Team Skills • Ground Rules • Meetings 	<p>✓ إِدَارَةُ مَشَارَكَةِ الْمُعْنِيَيْن: الْوَسَائِلُ وَالْأَسَالِيْب</p> <ul style="list-style-type: none"> • اجْتِهَادُ الْخُبْرَاء • مَهَارَاتُ التَّوَاصُل • الْمَهَارَاتُ الْبَيْئَشْخِصِيَّةُ (Interpersonal) • وَالْعَمَلُ الْجَمَاعِيّ • الْقَوَاعِدُ الْإِجْرَائِيَّةُ • الاجْتِمَاعَات
<p>✓ Manage Stakeholder Engagement: Outputs</p> <ul style="list-style-type: none"> • Change Requests • Project Management Plan Updates • Project Documents Updates 	<p>✓ إِدَارَةُ مَشَارَكَةِ الْمُعْنِيَيْن: الْمُخْرَجَات</p> <ul style="list-style-type: none"> • طَلَبَاتُ التَّغْيِير • مُسْتَجَدَّاتُ خُطَّةِ إِدَارَةِ الْمَشْرُوع • مُسْتَجَدَّاتُ وَثَائِقِ الْمَشْرُوع
<p>Day 3 (4 Hours)</p>	
<p>✓ Monitor Stakeholder Engagement: Inputs</p> <ul style="list-style-type: none"> • Project Management Plan • Project Documents • Work Performance Data • Enterprise Environmental Factors (EEFs) 	<p>✓ مُرَاقَبَةُ مَشَارَكَةِ الْمُعْنِيَيْن</p> <p>✓ مُرَاقَبَةُ مَشَارَكَةِ الْمُعْنِيَيْن: الْمُدْخَلَات</p> <ul style="list-style-type: none"> • خُطَّةُ إِدَارَةِ الْمَشْرُوع • وَثَائِقُ الْمَشْرُوع • مُعْطِيَاتُ أَدَاءِ الْأَعْمَال • عَوَامِلُ بِيئَةِ الْمَشْرُوع (EEFs)

- Organizational Process Assets (OPAs)
- ✓ **Monitor Stakeholder Engagement:**

Tools & Techniques

- Data Analysis
- Decision Making
- Data Representation
- Communication Skills
- Interpersonal and Team Skills
- Meetings

- ✓ **Monitor Stakeholder Engagement:**

Outputs

- Work Performance Information
- Change Requests
- Project Management Plan Updates
- Project Documents Updates

- مَوْجُودُ الْعَمَلِيَّاتِ الْمُنظَّمِيَّةِ (OPAs)
- ✓ مُرَاقِبَةُ مُشَارَكَةِ الْمَعْنِيِّينَ: الْوَسَائِلُ وَالْأَسَالِيبُ

- تَحْلِيلُ الْمُعْطِيَّاتِ
- صَنْعُ الْقَرَارَاتِ
- تَمَثِيلُ الْمُعْطِيَّاتِ
- مَهَارَاتُ التَّوَاصُلِ
- الْمَهَارَاتُ الْبَيْشْخُصِيَّةُ (Interpersonal)
- وَالْعَمَلُ الْجَمَاعِيُّ
- الْاجْتِمَاعَاتِ

- ✓ مُرَاقِبَةُ مُشَارَكَةِ الْمَعْنِيِّينَ: الْمُخْرَجَاتِ

- مَعْلُومَاتُ أَدَاءِ الْأَعْمَالِ
- طَلِبَاتُ التَّغْيِيرِ
- مُسْتَجَدَّاتُ خُطَّةِ إِدَارَةِ الْمَشْرُوعِ
- مُسْتَجَدَّاتُ وَثَائِقِ الْمَشْرُوعِ