AZ TECH

An ISO 9001:2015 & ISO 29990:2010
Certified Company

*This training course is registered with the Project Management Institute (PMI)® R.E.P. Program**

Project Management Essentials

Defining and Managing Project Success

Definition, Planning & Delivery

18 - 22 November 2018
07 - 11 July 2019
17 - 21 November 2019
Dubai, United Arab Emirates

ACS REGISTRARS Quality Assurance ISO 9001
ACS REGISTRARS ISO 29990
PMI Registered Education Provider® Project Management Institute
ilm Recognised Provider
iosh Accredited Course Provider
THE GLOBAL COMPACT United Nations Global Compact

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Why Choose this Training Course?

This course is designed to present the basics of project management with a focus on understanding project management terms, project selection, planning, estimating, scheduling, and earned value management. If you are new to projects or been assigned to projects and need to understand how to manage the project, this is the course for you. This course will also cover the highlights of quality, risk and procurement. You will leave this course with a full understanding of what project management is and how to manage a successful project.

This AZTech training course will feature:

- Review & understanding of common project management practices.
- Hands on experience with the project charter, scope statement, & earned value management.
- Appraisal of projects using project selection techniques, project chartering & gathering requirements
- Understand project management tools & procedures that can be implemented to improve or establish formal project management methodologies

Who is this Training Course for?

This AZTech training course is suitable to a wide range of professionals but will greatly benefit:

- Those who are actually or potentially involved in projects
- Business professionals who currently work on projects or are occasionally assigned to work as project team members in any business work areas.
- Those who directly contribute to projects. It is ideal for candidates who are intending to start managing projects soon, need to learn project management skills quickly, or need to know how to effectively select and manage projects

How will this Training Course be Presented?

This training course will utilise a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. The course is highly interactive and is designed with briefings and a central project scenario as the driver for all course learning. Students will complete several elements of project work through assigned roles. Several work products will be created including a Scope statement, WBS, Risk Register, activity list, network diagram and earned value report. There will be open discussion and real world examples with the emphasis on learning by doing.

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What are the Goals?

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

- Understand the fundamentals of project management - the ability to initiate, plan & execute basic controls for a project
- Understand the techniques of project planning and how to deliver one
- Understand how to define project success using key performance indicators & quality metrics
- Identifying risks and understanding the advantages of various types of contracts
- Understand how to control, manage and close a project to your customers satisfaction

The Certificate

- AZTech Certificate of Completion for delegates who attend and complete the course.
- The applicable PMI Professional Development Units/Contact Hours will be reflected in the Certificate of Completion

THE COURSE CONTENT

DAY ONE:

Project Management Basics, History, Benefits and Components

- Understanding what project management is
- Defining project and product life cycles
- Understanding Best Practice Project Management
- How to Initiate a Project: - How to do it
- Managing the project selection process
- Writing SMART objectives and business cases

Practical Exercise: Creating SMART objectives
Project Exercise: Project Selection exercises

DAY TWO:

Project Planning, Charters, Work Breakdown Structures and Scope Statements

- Developing the project documentation for senior management sign-offs,
- Defining the project management
- Understand how to collect requirements
- Defining the full project scope
- Creating and analysing the project with Work Breakdown Structures

Practical Exercise: Writing the Project Charter
Practical Exercise: Gathering Requirements
Practical Exercise: Creating the Work Breakdown Structure
Practical Exercise: Writing the Scope Statement

DAY THREE:

Creating and Managing the Project Schedule and Budget

- Understanding what a realistic schedule is
- Defining and managing dependencies
- How to estimate project durations and costs
- Creating and optimising the project schedule
- Presenting your schedule and resource constraints
- How to control the cost, schedule and resources

Practical Exercise: Network diagramming practice
Practical Exercise: Create, sequence activities and determine duration estimations
Practical Exercise: Complete analogous, parametric and three-point estimating

DAY FOUR:

Planning for Quality, HR, Communications, Risk and Procurement

- Defining and controlling project KPI's / Metrics
- Presenting and defining the project resource plan
- Developing a communication plan
- Managing Virtual Teams
- Understanding and reviewing project risk
- Managing the project contract against project constraints

Practical Exercise: Create quality project metrics
Practical Exercise: Conduct a project meeting
Practical Exercise: Risk Management project exercise

DAY FIVE:

Working, Controlling and Closing the Project

- Using project software to track projects
- Dealing with project management problems
- Project case reviews and discussion
- Project Management leadership, communications and meetings best practices
- Closing the project including project administration, hand-offs, document updates, and lessons learned
- Lessons learned, why, when and what

Practical Exercise: Create end course lessons learned

Professional Recognition and Accreditation

PMI Registered Education Provider — Project Management Institute

AZTech as an R.E.P. has been approved by PMI to issue applicable Professional Development Units (PDUs) for its Project Management training courses. PMI allows credential holders to apply PDUs to the maintenance of their credentials where one contact hour of training is equivalent to one PDU.

The PMI Registered Education Provider logo and PMI are registered marks of the Project Management Institute, Inc.

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Complete & send by fax/mail to address given below. Please use BLOCK CAPITALS.

This fee is inclusive of Documentation, Lunch and Refreshments

Date	Venue	Fees(USD)	Book your seat
18 - 22 Nov 2018	Dubai - UAE	$4,750	**Register Now**
07 - 11 Jul 2019	Dubai - UAE	$4,950	**Register Now**
17 - 21 Nov 2019	Dubai - UAE	$4,950	**Register Now**

VAT Announcement: The Government of UAE have introduced Value Added Tax (VAT) on goods and services from 01-January-2018. In compliance with the legislation issued by the UAE Government, we will be applying a 5% VAT on the fees for all our programs and services offered from January 2018 as applicable and stipulated in the FTA circulars.

REGISTRATION DETAILS

Family Name:_____ First Name:_____

Position:_____ Company:_____

Mailing Address:_____

Telephone:_____Mobile:_____Fax:_____Email:_____

AUTHORISATION

Authorised by:_____Position:_____

Telephone:_____Fax:_____Email:_____

Postal Address:_____

MODE OF PAYMENT

☐ **Please invoice my company** ☐ **Please invoice me** ☐ **Please find enclosed a cheque payable to AZTECH**

HOTEL ACCOMMODATION

Hotel accommodation is not included in the Registration Fee. A reduced corporate rate and a limited number of rooms are available for attendees wishing to stay at the hotel venue. Please make your request for accommodation at least **3 weeks prior** to the commencement of the course.

EVENT DISCLAIMER

We reserve the right to cancel or postpone a seminar or related event, change venue, substitution of the Instructor at our sole discretion. If this occurs, our responsibility is limited to a refund of any registration fee(s) already paid. We are not responsible for airline tickets, hotels costs, other tickets or payments, or any similar fee penalties or related or unrelated losses, costs and/or expenses registrant may incur or have incurred as a result of any trip cancellations or changes.

DOWNLOAD TRAINING PLAN 2018

Scan this code with your smart phone to download Training Plan 2018

Our training portfolio will provide you a number of seminars and courses to choose from depending on your organisational goals and personal development objectives.

CANCELLATIONS & SUBSTITUTIONS

You must notify the Registrar of cancellations at least 2 weeks before a scheduled seminar in order to be eligible for a credit. If you cannot attend, you may send a replacement from your organisation at no charge. There is a $250 handling charge for all cancellations or rescheduling. We reserve the right to cancel a seminar due to low enrollment. All registrants will be notified in advance and a full refund will be provided upon request.

4 WAYS TO REGISTER

Toll Free: 800-AZTECH
Telephone: ..... +971 4 427 5400
Fax Number: ..... +971 4 427 5401
Email Address: ..... info@aztechtraining.com
Visit our website: ..... www.aztechtraining.com

CERTIFICATION

AZTech Certificate of Completion for delegates who attend and complete the training course

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