



A Project Management Institute, Inc. (PMI)® Approved Training Course

Planning, Organising & Controlling Projects

Tools and Techniques for Improving Project Performance



Course Details

Format

Classroom

Duration

5 Days

Dates, Venues & Fees

28 Feb - 04 Mar 2021
Dubai | \$4,950

25 - 29 Jul 2021
Dubai | \$4,950

23 - 27 Aug 2021
Amsterdam | \$5,950

23 - 27 Aug 2021
Kigali | \$4,950

06 - 10 Dec 2021
London | \$5,950

20 - 24 Dec 2021
Accra | \$4,950



Introduction

As organisations of all types experience unprecedented change, project management skills become ever more important for success. Staff at all levels are expected to take on project management roles and be able to contribute effectively to delivering project assignments on time and to budget. This GLOMACS Planning, Organising & Controlling Projects training seminar provides a framework for successfully managing projects based on extensive research into project performance across all forms of enterprise. The methodology presented, which is complementary with PMI® and other models, offers a versatile approach that will enhance both individual and project performance.

This proven GLOMACS Planning, Organising & Controlling Projects training seminar is designed to equip those involved in project work with the essential skills needed to fulfill their responsibilities in a professional way. The concepts, methods and techniques presented include both well established and latest thinking to provide the essential knowledge, skills, and toolkit to ensure more successful project outcomes.

This GLOMACS training seminar will highlight:

- The key project management skills needed to maximise project performance
- The responsibilities of project sponsors, project managers, line managers and specialists
- Methods for identifying, engaging, and managing project stakeholders
- Techniques for establishing the full scope of the project and prioritising deliverables
- How to create realistic plans, pro-actively manage risks and exploit opportunities
- The use of tools and techniques for tracking and managing project performance
- The leadership and teamwork skills needed to promote collaboration throughout the project



Contact Us

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Objectives

By the end of this GLOMACS training seminar, you will be able to:

- Apply a professional, systematic approach to manage projects and project activities
- Define the project scope, establish realistic objectives, and identify the relevant deliverables
- Produce realistic project plans, determine the critical path, and manage project risks
- Mobilise resources, accurately monitor project performance, and maintain control of the project
- Recognise team dynamics within the project, play to strengths and manage weaknesses



Training Methodology

This GLOMACS training seminar is based on a combination of theory, practical, interactive discussion, and team exercises. During each session, we will explore the various inputs, tools and techniques, and outputs of each of the project planning, organising, implementing, and controlling processes, discuss their flaws and values, and simulate real-life project management events. The impact of project management software and information systems as well as latest trends, e.g. the application of agile project management methods, will also be considered.



Organisational Impact

Delegates attending this GLOMACS training seminar will be better equipped to proactively manage projects and project activities. As a result, the organisation will gain the following benefits:

- Acquire and develop skills needed to fulfil your project responsibilities and objectives
- Improved project team performance, delivering results more quickly and more cost effectively
- Development of realistic project plans, with more accurate cost, time, and resource estimates
- Improved project leadership
- Achievement of project milestones with improved cash flow and budget control
- Improved communication between project teams and the rest of the organisation
- Higher levels of staff motivation and professionalism



Personal Impact

Delegates will be able to:

- Demonstrate greater competence in contemporary project management methods and techniques
- Contribute more effectively in project and programme management teams
- Create more realistic plans and control work more professionally
- Show better leadership and management of project teams and work assignments
- Comprehend, appreciate, and apply appropriate economic evaluation measures
- Build and manage productive working relationships with clients, contractors, and suppliers
- Operate more confidently and effectively in a global business environment



Who Should Attend?

This GLOMACS training seminar is suitable to a wide range of professionals but will greatly benefit:

- Delegates whose roles involve leading and directing projects
- Project Professionals and those who are involved in carrying out project work assignments
- Project Administrators, Supervisors and Support Staff
- Those involved as Project Owners and Project Clients
- Personnel working for Project Contractors and Suppliers



Our Accreditation





Training Course Outline

DAY 1

Reviewing the Fundamentals

- Understanding Projects: Differences between Large / Small and Simple / Complex Projects
- The 'Project Life Cycle' and the Role of Project Management
- Current trends in Project Management: Project Management Associations and Qualifications
- Project Performance: Understanding Why Some Projects Succeed and Others Don't
- A Framework for Building Project Success: Improving Project Management Performance
- The Different Project Roles, Responsibilities and Boundaries: RACI Charts
- Understanding some Key Financial Concepts: Break-even, Net Present Value, and Discounted Cashflow

DAY 3

Planning Projects for Results

- Building a Realistic Project Plan: Using Gantt Charts and Activity Networks
- Using the Plan to Develop Detailed Task and Resource Schedules
- Identifying the Critical Path and Setting Milestones: Getting Buy-in from the Key Players
- Techniques for Developing Detailed Estimates for Time and Cost: Managing Estimating Uncertainty
- Minimising Project Timescales: Exploring Time-cost Options and Understanding Trade-offs
- Managing Project Risks: Quantitative Risk Management Methods and Techniques
- The Importance of On-going Planning: Maintaining and Updating Plans and Risk Registers

DAY 5

Project Leadership and Team-working Skills

- Working in Project Teams: Building Collaborative Working Relationships
- Understanding Leadership and Management: Qualities and Skills that Enhance Results
- The Role of the Leader in Building Team Cohesion and Performance: The Team Development Cycle
- The Keys to Effective Influence and Persuasion: Characteristics of Successful Leaders
- Improving Communication, Delegation and Motivation Skills
- Working with Senior Stakeholders: Creating Rapport, Understanding and Managing Expectations
- Lean Concepts and the Learning Cycle: Implementing Continuous Improvement

DAY 2

Initiating and Defining Projects

- Initiating Projects: Project Context and Environment
- Setting Realistic Objectives: Defining Project Scope and Deliverables
- Managing Expectations and Agreeing Priorities: Ensuring Value for Money
- Developing a Work Breakdown Structure: Defining Roles and Specifying Work Packages
- Developing a Cost Breakdown Structure: Techniques for Making Preliminary Estimates of Time and Cost
- Choosing and using appropriate Planning Methods: Using Project Management Software
- Initiating Risk Management: Using Qualitative Risk Analysis Techniques

DAY 4

Organising and Controlling the Project

- Handling the Changes and Challenges that Affect Projects
- Running Effective Change Control Processes
- Project Performance Tracking, Management and Control Systems
- Pro-active and Re-active Control: Measures that Give Early Warning
- Using Predictive Control Techniques: Slip Charts, Burn-down Charts, and Earned Value Methods
- Managing Project Communication and Decision-making: Running Effective Meetings
- Exploiting Information Management Technology: Managing Project Documentation



Certificate

- On successful completion of this training course, GLOMACS Certificate with eligible Continuing Professional Education credits (CPE) from National Registry of CPE Sponsor and Professional Development Units (PDUs) / Contact Hours from Project Management Institute (PMI®), will be awarded to the delegates



In Association With



Oxford Management Centre

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