



**COURSE OVERVIEW PM0500G1**

**Project Planning, Scheduling, Monitoring, Reporting & Control**

**Course Title**

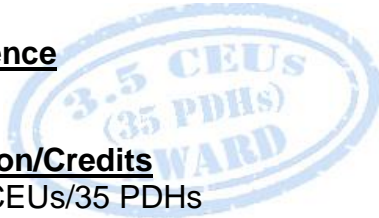
Project Planning, Scheduling, Monitoring, Reporting & Control

**Course Reference**

PM0500G1

**Course Duration/Credits**

Five days/3.5 CEUs/35 PDHs



**Course Date/Venue**

Session(s)	Date	Venue
1	January 28-February 01, 2024	Kizkulesi, Crown Plaza Istanbul Asia Hotels & Convention Center, Istanbul, Turkey
2	February 04-08, 2024	The Mouna Meeting Room, The H Dubai Hotel, Sheikh Zayed Rd - Trade Centre, Dubai, UAE
3	March 03-07, 2024	Oryx Meeting Room, Doubletree By Hilton Doha-Al Sadd, Doha, Qatar

**Course Description**



***This practical and highly-interactive course includes various practical sessions and exercises. Theory learnt will be applied using our state-of-the-art simulators.***

This course is designed for those in charge of project within industrial environment. It covers result oriented planning, project execution, project organizing, management of various project controls, project communications, project leadership and project acceleration techniques.



The course covers the project management; the result oriented planning; the project execution and organizing; the project control general; the project control through earned value; the critical chain project management; the project communications; the project leadership; the people control; the scope control; the project acceleration techniques; and the contractor/subcontractor control.



The course is carefully developed to reflect the best practices in the petroleum industry that also match the training requirements of distinguished professional organizations such as the Project Management Institute (PMI) and FIDIC. The Professional Development Units/Hours (PDU) or Continuing Education Units (CEUs) awarded to our participants are recognized by the Project Management Institute (PMI) and by the International Association for Continuing Education & Training (IACET-USA).





## Course Objectives

Upon the successful completion of this course, each participant will be able to:-

- Get certified as a “Certified Project Leader”
- Define leadership and identify successful leadership practices as well as the role and importance of motivation theories in effective project management
- Identify leadership styles using instruments
- Discuss and apply concept of situational leadership to project processes
- Lead project teams through more effective communication
- Describe predictable change stages and identify appropriate leadership strategies for each stage
- Create a leadership development plan and recognize leadership and teamwork
- Apply proper techniques and tools in managing project controls and implement professional methods in planning, organizing, executing, leading and controlling projects
- Control project schedule, scope, objectives, budget, resources, risks, changes, materials, challenges, information, organization, expectations, contractors and subcontractors and complete your projects successfully
- Employ result-oriented planning methods and techniques and utilize the best practice in resource leveling, project execution and project organizing
- Practice the Earned-Value techniques in controlling your projects and solve problems related to time, cost and resources
- Lead project teams professionally and manage project human resources through effective communication, motivation and team building
- Implement scope control management, project acceleration techniques and use critical chain project management methodologies

## PMI Recognition of Haward Courses

The Project Management Institute (**PMI**) recognizes Haward’s Continuing Education Units (CEUs).

The recognition and acceptance of our PDUs/CEUs fall under Category B of PMI’s “**PDU Activity Reporting Form**”. Hence what the delegates simply need to do is to complete this form (we can help our clients to do that) and submit it to PMI upon the receipt of Haward’s certificates and ANSI/IACET’s CEUs. PMI will automatically award the delegates with 35 PMI PDUs after receiving our confirmation or once they see Haward’s international-accredited certificate.

**Haward Technology**, being the first **Authorized Provider** of the International Association for Continuing Education & Training (**IACET-USA**) in the Middle East, is authorized to award ANSI/IACET **CEUs** that are automatically accepted and recognized by the Project Management Institute (**PMI**).

## Who Should Attend

The course provides an overview of all significant aspects and considerations of project management for those who are involved in the planning, scheduling, monitoring, reporting and control of project within the industrial environment. This includes engineers, project and team managers, leaders, project team members and business consultants.





**Course Certificate(s)**

(1) Internationally recognized Competency Certificates and Plastic Wallet Cards will be issued to participants who completed a minimum of 80% of the total tuition hours and successfully passed the exam at the end of the course. Certificates are valid for 5 years.

**Recertification is FOC for a Lifetime.**

**Sample of Certificates**

The following are samples of the certificates that will be awarded to course participants:-







- (2) Official Transcript of Records will be provided to the successful delegates with the equivalent number of ANSI/IACET accredited Continuing Education Units (CEUs) earned during the course.

Page 1 of 1

**Haward Technology Middle East**  
Continuing Professional Development (HTME-CPD)

### CEU Official Transcript of Records

**TOR Issuance Date:** 09-Feb-17  
**HTME No.** PAR21903  
**Participant Name:** Atif Al Harbi

Program Ref.	Program Title	Program Date	No. of Contact Hours	CEU's
PM500	Certified Project Leader: Project Planning, Scheduling, Monitoring, Reporting & Control	February 05-09, 2017	35	3.5

Total No. of CEU's Earned as of TOR Issuance Date **3.5**

**TRUE COPY**

Maricel De Guzman  
Academic Director

Haward Technology has been approved as an Authorized Provider by the International Association for Continuing Education and Training (IACET), 1760 Old Meadow Road, Suite 500, McLean, VA 22102, USA. In obtaining this approval, Haward Technology has demonstrated that it complies with the ANSI/IACET 1-2013 Standard which is widely recognized as the standard of good practice internationally. As a result of their Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for programs that qualify under the ANSI/IACET 1-2013 Standard.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking Continuing Education Units (CEUs) in accordance with the rules & regulations of the International Association for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology is accredited by


P.O. Box 26070, Abu Dhabi, United Arab Emirates | Tel.: +971 2 3091 714 | Fax: +971 2 3091 716 | E-mail: info@haward.org | Website: www.haward.org





### Certificate Accreditations


Certificates are accredited by the following international accreditation organizations: -

- 
The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units (CEUs)** in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.5 CEUs** (Continuing Education Units) or **35 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

- 
British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

### Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

- 30% Lectures
- 20% Practical Workshops & Work Presentations
- 30% Hands-on Practical Exercises & Case Studies
- 20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.



### Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



**Dr. Joe Nel**, PEng, PhD, MSc, MBA, BSc, PMI-PMP, is **Senior Project Management Consultant** with over **20 years** of experience within the **Oil, Gas and Petrochemical** industries. His expertise includes **Project Management, Project Risk Management, Risk Identification Tools & Techniques, Project Life Cycle, Project Stakeholder & Governance, Project Management Processes, Project Governance & Stage Management, Project Management Methodology, Project Integration Management, Project Management Plan, Project Work Monitoring & Control, Project Scope Management, Project Time Management, Project Cost Management, Project Quality Management, Value Engineering, Quality Assurance, Project Human Resource Management, Project Communications Management, Contract Management, Logistics & Supply Chain Management, Materials Management, Asset Management, Procurement & Purchasing Management, Quality Management System (QMS), Business Management, Time Management, Performance Management, Construction Management, Negotiation & Presentation Skills, Supervisory & Management Skills, Purchasing, Warehousing, Coaching & Mentoring and Strategic Decision Making**. Further, his experience includes resource management, systems development, financial analysis & forecast, risk identification & analysis and material appraisal. He is currently the **Senior Consultant** wherein he is responsible of the project management systems and processes.

During Dr. Nel's career life, he has shared his knowledge and practical expertise through numerous trainings worldwide and as a **Professor, Lecturer & Facilitator** of various **universities**. He has shown his expertise in challenging positions such as the **Project Manager, Senior Consultant, Senior Trainer, Office Manager, General Production Manager, Junior Design Engineer and Site Engineer**.

Dr. Nel is a **Registered Professional Engineer** by **ECSA**, has **PhD in Industrial Engineering, Master's degrees in Civil Engineering and Business Administration (MBA)** and a **Bachelor's degree in Civil Engineering** from the **University of Stellenbosch**. Further, he is an active **member** of the South African Institute of Civil Engineers (**SAICE**), the Institute of Municipal Engineers South Africa (**IMESA**) and the Project Management South Africa (**PMSA**). Moreover, he is a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management (ILM)** a **Certified Instructor/Lecturer, Project Management Professional** and has certifications in **PRINCE2 Foundations** and **Construction Management Program**. He has delivered numerous trainings, workshops, seminars, courses and conferences internationally.





**Course Fee**

Istanbul	<b>US\$ 6,000</b> per Delegate + <b>VAT</b> . This rate includes Participants Pack (Folder, Manual, Hand-outs, etc.), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Dubai	<b>US\$ 5,500</b> per Delegate + <b>VAT</b> . This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Doha	<b>US\$ 6,000</b> per Delegate. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

**Accommodation**

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

**Course Program**

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

**Day 1**

0730 – 0800	<i>Registration &amp; Coffee</i>
0800 – 0815	<i>Welcome &amp; Introduction</i>
0815 – 0830	<b>PRE-TEST</b>
0830 – 1000	<b>Project Management Overview</b> <i>The PMI Framework • Project Life Cycle • Five Steps of Project Initiation • BOSSCARD Framework • Project Objectives, Scope &amp; Constraints • Stakeholder Analysis • Project Roles &amp; Responsibilities • The Responsibility Assignment Matrix • Sign-Off Process</i>
1000 – 1015	<i>Break</i>
1015 – 1200	<b>Project Leadership</b> <i>Define Leadership &amp; Identify Successful Leadership Practices • Understand Role &amp; Importance of Motivation Theories in Effective Project Management</i>
1200 – 1300	<i>Lunch</i>
1300 – 1400	<b>Project Leadership (cont'd)</b> <i>Identify Leadership Styles Using Instruments • Discuss &amp; Apply Concept of Situational Leadership to Project Processes</i>
1400 – 1415	<i>Break</i>
1415 – 1620	<b>Leadership &amp; Management</b> <i>Lead Project Teams Through More Effective Communication • Describe Predictable Change Stages • Identify Appropriate Leadership Strategies for Each Stage • Create a Leadership Development Plan • Leadership &amp; Teamwork</i>
1620 – 1630	<b>Recap</b>
1630	<i>End of Day One</i>







**Day 2**

0730 – 1000	<b>Result Oriented Planning</b> Communications Planning • Risk Management • Risk Management Life Cycle • Risk Management Workshop • Risk Response Strategies • Sources of Change • Scope Creep • Change Control Processes • Change Management Plan • Change Control Log • Responding to Approved Change • Developing the WBS • Decomposition
1000 - 1015	Break
1015 – 1200	<b>Result Oriented Planning (cont'd)</b> The Sticky Note Technique • Estimating Methods • Compensation Considerations • Dependency • Precedence Relationships • Networking Diagramming • Critical Path Analysis (CPM) • Using the Network Diagram (PERT) • Creating the Schedule • Resource Allocation • Resource Leveling • Schedule Compression
1200 – 1300	Lunch
1300 – 1400	<b>Project Execution &amp; Organizing</b> Milestone & Schedule Management • Organizing Resources • Materials Management • Information & Feedback Management • Forms & Administration • Meeting Management • Cost Management • Negotiation Management • Challenges • Activity Analysis
1400 – 1415	Break
1415 – 1620	<b>Project Execution &amp; Organizing (cont'd)</b> Expectations • Stakeholder Expectations • Project Environment • Expectation Control Elements • Project Manager vs. Expectation Gap • Organizational Style • Why do Projects Fail?
1620 - 1630	<b>Recap</b>
1630	End of Day Two

**Day 3**

0730 – 1000	<b>Project Control General</b> The Constraints Quartet • Focus on Past & Future • Project Meeting Tips • Key Principles for Control • Change Management • The Final Project Approval Gate
1000 - 1015	Break
1015 – 1200	<b>Project Control General (cont'd)</b> The Earned Value Schedule • Reporting Progress • Threshold Levels • Quality Control
1200 – 1300	Lunch
1300 – 1400	<b>Project Control Through Earned Value</b> Concept & Objectives of EARNED VALUE • Define the Three Processes Necessary for Earned Value • Establish Actual Work to be Done • Calculate Earned Value Indexes • Interpretation & Control Using Earned Value • Problems with Implementing an Earned Value Programme
1400 – 1415	Break
1415 – 1620	<b>Critical Chain Project Management</b> Understand the Concept & Role of Critical Chain in Managing Projects • Incorporating Critical Chain Theory in the Planning Process • Managing Multiple Projects Using Critical Chain Project Management
1620 - 1630	<b>Recap</b>
1630	End of Day Three







**Day 4**

0730 – 1000	<b>Project Communications</b> Determine Communication Requirements • Link Communication Requirements to Stakeholders • Develop a Communications Plan • Implement & Control Project Communications
1000 - 1015	Break
1015 – 1200	<b>Project Leadership</b> Define Leadership & Identify Successful Leadership Practices • Understand Role & Importance of Motivation Theories in Effective Project Management
1200 – 1300	Lunch
1300 – 1400	<b>Project Leadership (cont'd)</b> Identify Leadership Styles Using Instruments • Discuss & Apply Concept of Situational Leadership to Project Processes
1400 – 1415	Break
1415 – 1620	<b>People Control</b> Elements of People Management • Organizing: Cases in HR, Workshop • Resource Leveling • Learn Project Management
1620 - 1630	<b>Recap</b>
1630	End of Day Four

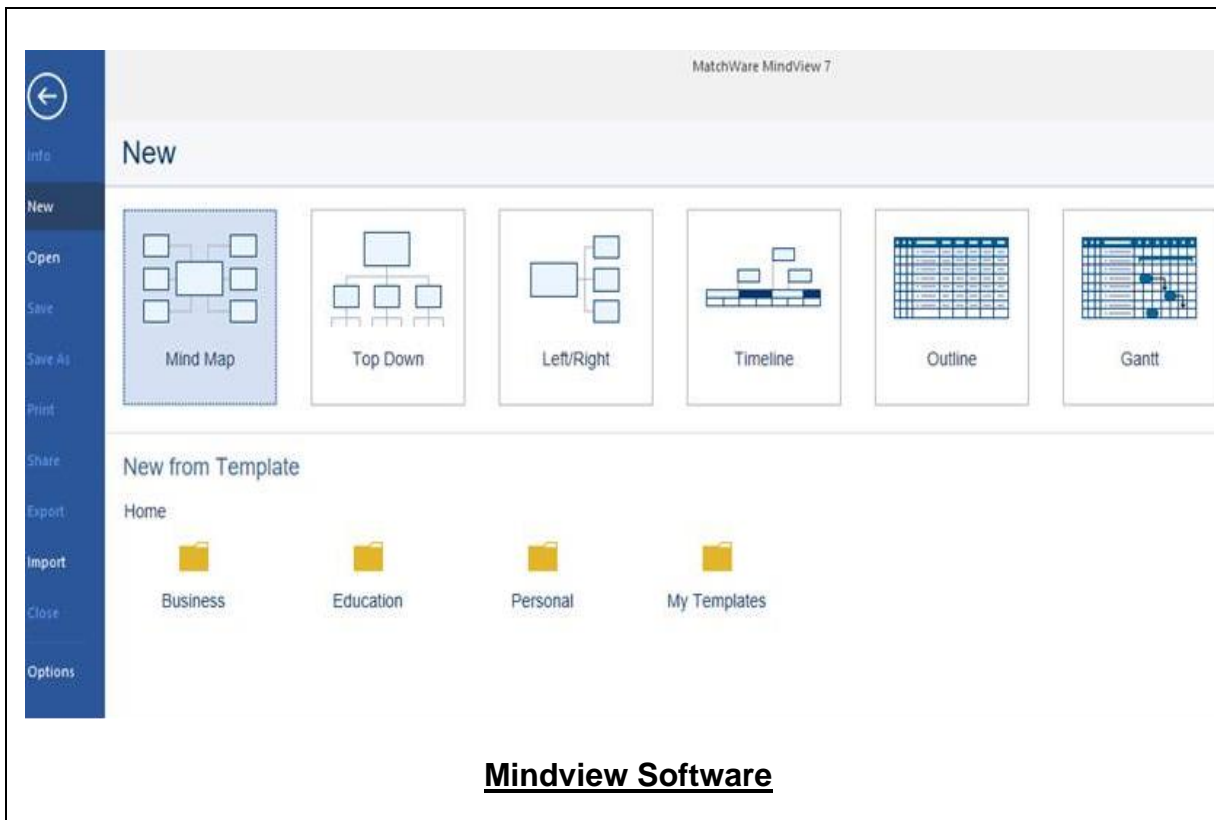
**Day 5**

0730 – 1000	<b>Scope Control</b> Importance of Scope Control • Methods in Managing Scope Control • Scope Control Cases – Workshop • Scope Control in Construction
1000 – 1015	Break
1015 – 1200	<b>Project Acceleration Techniques</b> Reasons for Acceleration • Considerations Before Acceleration • Methods for Acceleration
1200 – 1300	Lunch
1300 – 1400	<b>Contractor/Subcontractor Control</b> Nominated Contractor/Subcontractors • Letting a Contract/Subcontract
1400 – 1415	Break
1415 – 1500	<b>Contractor/Subcontractor Control (cont'd)</b> Management of Major Contractors/Subcontractors • Labor Only Contractors/Subcontractors
1500– 1515	<b>Course Conclusion</b>
1515 - 1615	<b>COMPETENCY EXAM</b>
1615 – 1630	Presentation of Course Certificates
1630	End of Course



**Simulator (Hands-on Practical Sessions)**

Practical sessions will be organized during the course for delegates to practice the theory learnt. Delegates will be provided with an opportunity to carryout various exercises using the “MS Project” and “Mindview Software”.



**Mindview Software**

**Course Coordinator**

Kamel Ghanem, Tel: +971 2 30 91 714, Email: [kamel@haward.org](mailto:kamel@haward.org)