

4 Days Training Workshop on “Project Management”

organized by **Advanced Business Consulting (ABC)**

Training Venue:
Business Village, Dubai, UAE

Dates:
December 14-17, 2014

Achieve competence in the nine project management knowledge areas

Work on your skills in five project management process groups

Master the 44 competencies outlined in the PMBOK Guide

Learn the techniques of documenting project risks, assumptions and constraints

Become skilled at identifying and performing stakeholder analysis

Training material comprising more than 300 pages

Practice of 200 Multiple Choice Questions during the training

Accelerate your career

In collaboration with
Brainstorm Accounting & Bookkeeping



What is special about this training?

We have designed this training, to give an introduction about project management, how you can deal with it in realistic application in your work. The participant guide it designed to be an effective and doable to participant it based on facts and exercises.

Most of training and courses in project management have the same problem “the gap between theory and applying”; here we close this gap by reflected examples, critical situations, specific solutions and advising the participant in action plans.



Photo: Burj Khalif (in Dubai), the tallest building in the world

Training Location: **Dubai**

“One of the most
accessed and diverse
city in the world”



Why project management is necessary?

The need for project management is becoming increasingly apparent in the world today. Speed, quality, and cost control are taking on increased significance in business, government, and nonprofit sectors. Project management allows managers to plan and manage strategic initiatives that generate new revenue in expanding sectors of the market. Project management tools decrease time to market, control expenses, ensure quality products, and enhance profitability. Project management helps to sell products and services by positively differentiating them from their competitors. Project management is one of the most important management techniques for ensuring the success of an organization.

Project management includes identifying requirements, establishing clear and achievable objectives, balancing the competing demands from the different stakeholders and ensuring that a commonality of purpose: is to achieve. It is clear that unless there is a structured and scientific approach to the practice of management, organizations would find themselves adrift in the Ocean called organizational development and hence would be unable to meet the myriad challenges that the modern era throws at them. Hence, the importance of project management to organizations cannot be emphasized more and the succeeding paragraphs provide some reasons why organizations must take the practice of project management seriously.

Without a scientific approach to the task of managing the projects and achieving objectives, it would be very difficult for the organizations to successfully execute the projects within the constraints of time, scope and quality and deliver the required result. By using the methods of project management as described in the PMBOK and allied technical journals, organizations can seek to achieve control over the project environment and ensure that the project deliverables are being managed. Managers face what is known as the “triple constraint”. This is the competing demands of time, scope and quality upon the project manager’s list of things to do and how well the project manager manages these constraints goes a long way in determining the success of the project.

For more information:

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Course Content

Day 1

Key Concepts

What is a Project?
What is a Project Management?
What is a Project Manager?
About the PMBOK and the PMI
The Five Process Groups
The Nine Knowledge Areas
The Triple Constraint

Day 2

Initiation

Assessing Needs and Wants
Identifying your Stakeholders
Creating SMART Objectives
Creating Requirements
Creating the Schedule
Creating a Risk Management Plan
Creating a Communication Plan
Effective communications, Influencing key people, Keep your clients updated, Manage requests for change

Day 3

Planning

Estimating Time, Costs and Resources
Project life cycles & planning models
Building the Work Breakdown Structure
Creating contingency plans and schedules
Creating a Risk Management Plan
Creating a Communication Plan

Day 4

Planning Tools

Introduction to planning tools
The Gantt Chart
The Network Diagram
The Critical Path
Going the Extra Mile: Optional Tools

Maintaining and Controlling - Part One

- Establishing Baselines
- Monitoring Baseline Variances
- Schedule Reduction Methods

Maintaining and Controlling - Part Two

- Leading Successful Status Meetings
- Managing Change Monitoring Risks
- Effective documentation system
- Administrative Tasks
- Personnel Tasks
- Scope Verification
- Document Checklist

Why to attend?

Manage resources of your project
Monitor the progress of your project against targets
Use Work Break Down Structures (WBS) to plan a project efficiently
Handle team members and motivate your team
Boost creativity systematically
Manage efficient meetings to increase efficiency
Manage change to project requirements

About Us

Advanced Business Consulting

Advanced Business Consulting (ABC) has emerged as the major firm of consulting and training in UAE, Pakistan and Afghanistan offering wide range of services to local and international clients.

Brainstorm Accounting & Bookkeeping

Brainstorm Accounting and Bookkeeping, a member firm of International Referral Group, is a professional services firm operating in Dubai, United Arab Emirates. It was established with the vision of providing insightful, cost-effective and reliable training and outsourcing services.

Trainer's Profile

Romana Khan

Romana Khan has vast experience in project management and training, human resources, educational project management, corporate training, training content design & development, business development, accounting management training, appreciative inquiry, positive work environment, and mentoring.

She has a bachelor's degree in business administration, and a masters degree in project management from the US. She is a certified trainer, and also has a training certificate in strategic communication.

She has designed many projects in in entrepreneurship, NGOs, education, human resources and youth development for long and short term.





Training Fee

USD 1,000 per participant

the above fee includes, UAE Visa, Lunch, 2 times High Tea, Training Venue, Training Material and Handouts, and Certificate

The fee does not include Air Ticket and the cost of Accommodation, however we can facilitate the participants in arranging Air Ticket and Accommodation at very reasonable rates.

Discount

20% on the training fee

for registering two or more than two participants from the same organization

Contact Us

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