California Southwest University

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One World, One University

Certified Project Manager
شهادة مدير المشاريع المعتمد

متوفر باللغة العربية

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Aims:

At the end of this course, the participant should be able to:

- Develop founding document for the project and making a feasibility study for the project.
- Development of project charters and management plans in accordance with the rules governing this.
- Understand the monitoring and control of project work in addition to monitoring those works.
- Learn about the methods of innovation and decision-making in groups.
- Learn the tools for defining and indicating project scopes.
- Identify ways to achieve quality in project management.
- Identify ways to achieve quality in projects in their stages (planning - control - assurance).
- Learn about quality checklists, ways to measure them, and plans to improve operations.
- Learn how to manage risks in projects

- **Identify the most important environmental factors and cost management and communication plans in projects.**
- **Learn about ways to identify risks and plans necessary to identify and evaluate risks.**

Contents

Introduction

- **Project management standards.**
- **The basics.**
- **Projects.**
- **The importance of project management.**
- **The relationship between project management, program, project portfolio, and operations.**
- **Documents related to project management.**

The environment in which the project was implemented
- **Environmental factors affecting the project.**
- **Origins of organizational operations.**
- **Organizational structures**.

Role of the Project Manager
- **Definition of the project manager.**
- **The scope of influence of the project manager.**
- **Project manager skills.**
- **Achieve performance integration.**

❖ **Project integration management**
- Developing the project charter.
- Developing a project management plan.
- Direct and manage project work.
- Project knowledge management.
- Monitor and control project work follow-up.
- Close the project / stage.

❖ **Project scope management**
- Develop a project scope management plan.
- Collecting requirements.
- Determine the scope of the project.
- Create a WBS.
- Verify project scope.
- Scope Control.

❖ **Manage the project schedule**
- **Develop a project schedule management plan.**
- **Defining activities.**
- **Sequence of activities.**
- **Estimating the duration of the activity.**
- **Development schedule.**
- **Schedule monitoring**.

❖ **Project cost management**
- **Developing a cost management plan.**
- **Costing .**
- **Determine the budget.**
- **Cost control.**

❖ **Project quality management**
- **Establishing a quality management plan.**
- **Quality Management .**
- **Quality control**

❖ **Project resource management**
- **Developing a resource management plan.**
- **Estimating activity resources.**
- **Obtaining resources.**
- **Developing the work team.**
- **Managing the work team.**
- **Resource control**.

❖ **Project communications management**
- **Developing a plan for communications management.**
- **Communications Department.**
- **Communications monitoring**.

❖ **Project risk management**
- **Developing a risk management plan.**
- **Definition of risks.**
- **Conducting qualitative risk analysis.**
- **Perform quantitative risk analysis.**
- **Developing a risk response plan.**
- **Implement the risk response plan.**
- **Risk monitoring / control**.

❖ **Project procurement management**
- **Create a plan for the procurement department.**
- **Executing / making purchases.**
- **Monitor purchases**.

❖ **Project stakeholders management**
- Identifying those involved in the project.
- Developing a stakeholder engagement plan.
- Managing stakeholder participation.
- Monitor stakeholder participation.

❖ **The targets**
- Project managers and project team members.
- General managers and project supervisors.
- Beneficiaries of projects and decision-makers related to projects.
- Consultants and everyone involved in project management and what is related to it.
- Engineers in various disciplines.
- Those who want to develop and improve their personal life.