

Professional Training Services

Project Management Accredited/Certified Courses

BY:



LIST OF COURSES

Course Title	PMI			AACE	
	PDU's	CEUs	Course Code	PDH	Course Code
Project Management Fundamentals	18	1.8	PM-001		
Project Management Professional (PMP) [®] Certification Exam Preparation	42	4.2	PM-01		
Project Management Professional (PMP) [®] - Extended Course	90	9	PMPEXT		
Program Management and the PMO	36	3.6	PgM-01		
Cost Risk Analysis	5		CR-01		
Project Planning & Scheduling	24	2.4	CE-700		
Cost Planning, Scheduling and Controlling	20	2	CE-701		
Cost Estimating and Financial Analysis	20	2	CE-702		
Planning & Scheduling Professional (PSP) Credential Preparation Course				20	10035/PSP
PMI's Scheduling Professional (PMI-SP) [®] Certification Exam Prep Course	24	2.4	PMI-SP		
Risk Management Professional (PMI-RMP) [®] Exam Preparation Course	30	3	PMI-RMP		
Certified Cost Professional (CCP) Certification Exam Preparation	35	5	CCP		
Extension Of Time Request (EOT)	20	5	EOT		

PM001: Project Management Fundamentals

Course level: **Mixed (Beginners and Intermediate)**

Targeted audience: **Personnel involved with managing any project in any sector**

Professional Development and Continuing Education Units:

- Earns 18 PDUs and 1.8 CEUs
- Project Management Institute, Inc. (PMI) Program Number – PMP001

Suggested Prerequisites: Knowledge of project management principles

Course Length: 18 hrs

Training Formats: Instructor Led Training

Learning Objectives:

At the end of this course the delegates will:

- Define the basic concepts of project management
- Differentiate between PM and other management disciplines
- Identify PM 5 processes and 9 knowledge areas
- Learn the basic scheduling and cost management concepts.

Course Topics

Basic Definitions:

- What is a Project?
- What is Project Management?
- Contrast Projects and Operations
- Common Pitfalls
- Potential Benefits of PM for the Organization

Role of the Project Manager

- Project Manager Roles
- Project Manager Responsibilities
- Recognizing a Successful Project

Initiating Projects

- Purpose of Initiation Process
- Assessing Constraints
- Risk Management

Planning Projects

- Steps for Creating a Schedule
- The Work Breakdown Structure

Executing & Controlling Projects

- Controlling Your Project
- How Can You Monitor Progress?
- Project Review Meeting
- Project Audit

Measuring Progress and Cost Performance

- Earned Value Management
- Traditional Cost Management
- Performance Indices CPI/SPI
- Estimate at Completion (EAC)

Engineering Economics

- Time Value of Money
- Cash Flow

Keeping the Team on Track

- When Delegate How?
- Delegating Tasks

Closing Projects

- Shutting Down the Project
- Evaluating the Project

Suggested Next Course:

PMP-01: Project Management Professional (PMP)[®] Certification Exam Preparation

[Project Management Professional \(PMP\)[®] Certification Exam Preparation - PMP01](#)

The Project Management Institute's Project Management Professional (PMP)[®] certification is accepted worldwide as proof of project management experience and competency. Having a PMP[®] certification proves that the candidate has an advanced level of experience and project management knowledge, as well as capability to study for and pass a rigorous examination. This seminar will teach the student the logistics of the examination, how to apply for it, how to prepare for it and how to pass the exam. The seminar will provide the basic knowledge required, and cover all the steps needed to pass the exam and attain the Project Management Professional (PMP)[®] certification. The course is designed for professionals seeking to refresh their knowledge on the *PMBOK[®] Guide* before taking the Project Management Professional (PMP)[®] exam, as well as for those who are interested in understanding the science of Project Management and how it applies to their business. In other words, the course is important for experienced project managers and those who want to eventually become project managers.

Course level: **Mixed (Beginners, Intermediate and Advanced)**

Targeted audience: This course is suitable for Executives and mid career employees with at least 3 years (4,500) hours of project management experience, Project Management Team Members, Project Coordinators, Project Administrators, Project Expeditors, Assistant Project Managers and Junior Project Managers. However, Senior Project Managers are often interested in attending the course and applying for the examination to prove being educated and aware of the state of the art Project Management Knowledge and Terminology.

Professional Development and Continuing Education Units:

- Earns 42 PDUs and 4.2 CEUs
- Project Management Institute, Inc. (PMI) Program Number – PMP01

Suggested Prerequisites: Knowledge of project management principles

Course Length: 42 hrs

Learning Objectives:

At the end of this course the delegates will:

- Reduce study and preparation time by focusing on exam topics

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- Develop a personal study plan and evaluate progress
- Utilize useful tips and techniques in answering the exam questions
- Understand the PM terminology which is used by PMPs

Course Topics:

The course follows the framework of the Project Management Body of Knowledge (PMBOK)[®] Guide 5th Edition. Each topic is introduced and discussed, with emphasis on the Inputs Processes Tools and Techniques and Outputs structure outlined in the PMBOK[®] Guide 5th Edition.

Introduction, Organizational Influences and Project Life Cycle, Project Management Processes Integration Management

- Get to know classmates (company, industry, background)
- Project Management Institute, Inc. (PMI) and Project Management Professional (PMP)[®] certification process
- Project management context, life cycles, Process Groups and Knowledge Areas
- Balancing the advanced triple constraints of a project; Project Stakeholders, Project Manager skills
- Project Management in different Types of Organizations
- Inputs-processes-outputs of Integration Management
- Develop Project Charter, Develop Project Management Plan, Direct and Manage Project Work, Monitor and Control Project Work, Perform Integrated Change Control, Close Project or Phase
- Questions & answers

Project Scope Management and Project Time Management

- Plan Scope Management, Collect Requirements, Define Scope, Create WBS, Validate Scope and Control Scope
- Plan Schedule Management, Define- and Sequence Activities, Estimate Activity Resources and Duration, Develop and control Schedule.
- Critical Path Method (CPM) using a hands on Network Diagram Exercise
- Schedule Compression
- Questions & answers

Project Cost Management, Project Quality management and Human Resource Management

- Plan Cost management; Estimate Costs, Determine Budget
- Earned Value Management Case Study and Control Costs

- Plan Quality, Perform Quality Assurance and Control Quality
- Plan Human Resource Management, Acquire-, Develop- and Manage Project Team.
- Management Styles, HR Recognized Theories
- Questions & answers

Project Communication Management, Project Risk Management, Project Procurement Management and Stakeholder Management

- Plan, Manage and Control Communications
- Plan Risk management, Identify Risks, Perform Qualitative and Quantitative Risk analysis, Plan Risk Responses and Control Risks
- Plan Procurement Management, Conduct-, Control and Close Procurements.
- Contract Types
- Identify Stakeholders, Plan Stakeholder Management, Manage and Control Stakeholder Engagement
- Questions & answers

Professional Responsibility of the Project Managers

- Legal, ethical, and professional behavior
- Code of conduct, cultural issues of international projects
- Questions & answers

Studying for Taking the Exam

- Nature of the Exam
- What to study and how to study it
- How to answer the questions

Tips and tricks for avoiding common mistakes

PMPEXT: Project Management Professional (PMP)[®]-Extended Course

Course level: **Mixed (Beginners, Intermediate and Advanced)**

Targeted audience: **Project Managers, Project Coordinators, Planners/Schedulers, and Cost Controllers; People who Work in Projects and would like to improve their skills, anyone who would like to become project manager and want to know how to take critical decision in a real-life project**

Professional Development and Continuing Education Units:

- Earns 90 PDUs and 9 CEUs
- Project Management Institute, Inc. (PMI) Program Number – PMPEXT

Suggested Prerequisites: Knowledge of project management principles

Course Length: 90 hrs

Learning Objectives:

At the end of this course the delegates will:

- Reduce study and preparation time by focusing on exam topics
- Develop a personal study plan and evaluate progress
- Utilize useful tips and techniques in answering the exam questions
- Understand the PM terminology which is used by PMPs

Course Topics:

Project Management Processes for a Project

- Introduction
- Purpose of the PMBOK[®] GUIDE
- What is a Project?
- What is Project Management?
- The PMBOK[®] GUIDE Structure
- Project Management Context
- Project Management Processes
- Project Management Process Groups
- Process Interactions
- Project Management Process Mapping
- The Project Life Cycle

- Project Stakeholders

Project Integration Management

- Develop Project Charter
- Develop Preliminary Project Scope Statement
- Develop Project Management Plan
- Direct and Manage Project Execution
- Monitor and Control Project Work
- Integrated Change Control
- Close Project

Project Scope Management

- Scope Planning
- Scope Definition
- Create WBS
- Scope Verification
- Scope Control

Project Time Management

- Activity Definition
- Activity Sequencing
- Activity Resource Estimating
- Activity Duration Estimating
- Schedule Development
- Schedule Control

Project Cost Management

- Cost Estimating
- Cost Budgeting
- Cost Control

Project Quality Management

- Quality Planning
- Perform Quality Assurance
- Perform Quality Control

General Management Skills

- Effective communication
- Influencing the organization
- Leadership
- Motivation
- Negotiation and conflict management
- Problem solving
- Cultural and social environment
- International and political environment

Project Human Resource Management

- Organizational Influences
- Human Resource Planning
- Acquire Project Team
- Develop Project Team
- Manage Project Team

Project Communications Management

- Communications Planning
- Information Distribution
- Performance Reporting
- Manage Stakeholders

Project Risk Management

- Risk Management Planning
- Risk Identification
- Qualitative Risk Analysis
- Quantitative Risk Analysis
- Risk Response Planning
- Risk Monitoring and Control

Project Procurement Management

- Plan Purchases and Acquisitions
- Plan Contracting
- Request Seller Responses
- Select Sellers
- Contract Administration
- Contract Closure

Professional Responsibility

PGM-01: Program Management and the PMO

The terms program and program management have been in widespread use for some time and have come to mean many different things. In 2006, the Project Management Institute (PMI) issued its new book “The Standard for Program Management” to set a common language among the industry on the terms, definitions, processes and best practices related to program management. This course is based on this standard. On the other hand, the Project/Program Management Office (PMO) is one of the fastest growing concepts in project world today, as it is key to effective implementation of project management across the organization. PMOs come in varying shapes and sizes, from simple support offices to full centers of excellence. This course will enable you to anticipate as well as answer the questions associated with the creation of a PMO. You’ll review the full complement of potential PMO functions which matches your organization’s needs. You’ll consider options and select a PMO structure properly aligned within your organization.

Targeted audience: **Personnel involved with managing programs / PMO Personnel / Executives who are aiming to implement a PMO**

Professional Development and Continuing Education Units:

- Earns 36 PDUs and 3.6 CEUs
- Project Management Institute, Inc. (PMI) Program Number – PGM-01

Suggested Prerequisites: Knowledge of project management principles

Course Length: 36 hrs

Learning Objectives:

At the end of this course the delegates will:

- Learn about The Standard for Program Management as an expansion of information provided in A Guide to the Project Management Body of Knowledge (PMBOK)[®] Guide.
- Recognize the guidelines for managing programs within an organization.
- Define program management and related concepts, describes the program management life cycle.
- Learn the program management processes that generally accepted as the necessary steps to successfully manage a program.

- Identify Project/Program Management Office (PMO) capability based on a established Organizational Project Management Maturity Model (OPM3)[®]
- Determine the appropriate PMO structure for your organization
- Determine what PMO functions are needed based on project management support required
- Recognize and overcome barriers related to PMO implementation
- Translate requirements for PMO functionality into distinct roles and

Course Topics:

Introduction and Definitions

- What is a Program?
- What is Program Management?
- The Relationship between Program Management and Portfolio Management
- The Relationship between Program Management and Project Management
- Program Management in Organizational Planning

Program Life Cycle and Organization

- Program Life Cycle
- Program Management Life Cycle Phases
- Program Governance across the Life Cycle
- Phase One: Pre-Program Set Up
- Phase Two: Program Set Up
- Phase Three: Establish Program Management and Technical Infrastructure
- Phase Four: Deliver the Benefits

- Phase Five: Close the Program

Program Management Processes

- Themes in the Program Management Life Cycle
- Benefits Management
- Stakeholder Management
- Program Governance
 - 3.2 Program Management Process Groups
 - 3.3 Common Program Management Process Components
 - 3.4 Initiating Process Group
 - 3.5 Planning Process Group
 - 3.6 Executing Process Group
 - 3.7 Monitoring and Controlling Process Group
 - 3.8 Closing Process Group

Program Management Tools and Techniques

- Expert Judgment
- Meetings
- Reviews
- Policies and Procedures

Benefits Assurance and Sustainment Program Management Controls

- Standards
- Policies and Procedures
- Program Plans
- Reviews
- Oversight
- Audits
- Contracts
- Directories and Distribution Lists
- Documentation
- Regulations

The Program Management Office

- The purpose of a PMO
- Benefits of establishing a PMO
- Key factors for PMO success
- PMO project life cycle framework
- Facilitating stakeholder buy-in for the PMO
- The needs analysis and feasibility worksheet
- PMO Organization
- PMO Functions
- PMO functions
- PMO staffing, roles and responsibilities
- PMO Planning and Implementation
 - Creating the PMO charter
 - Assigning the PMO manager
 - Integrating applicable organizational policies
 - Establishing project manager qualifications
 - Developing project classification guidance
 - Establishing PMO processes and procedures
 - Creating an organizational change management plan

CR-01: Cost Risk Analysis

Targeted audience: **Personnel involved with managing project risks**

Course Length:

Learning Objectives:

At the end of this course the delegates will:

- Review the basic concepts and definitions of project risk management and how it relates to project cost management
- Identify project cost risk analysis objectives
- Learn how cost risk analysis can be performed (step x step)
- Learn how to calculate contingencies and reserves
- Review some software to simulate and analyses cost risks.

Course Topics:

Introduction

- Project Cost Management Concepts
- Project Risk Management Concepts

Quantitative Risk Management Analysis:

- Data Gathering and Representation Techniques
- Quantitative Risk Analysis and Modeling Techniques

Objectives of a Project Cost Risk Analysis

Steps for Cost-Risk Analysis:

- Traditional Project Cost Estimating
- Cost Risk Analysis Data Requirements
- Cost Risk Analysis Probability Distribution
- Simulating the Cost Risk Model
- Simulation Results
- Where is the Risk in the Project?

Correlation between Project Element Costs:

- Understanding the Statistical Function
- Reasons for Correlation between Project Element Costs
- Preparing and analyzing the correlation matrix

Responding to Cost Risks:

- Responding to Negative Risks (Threats)
- Responding to Positive Risks (Opportunities)

Integrated Project Cost and Schedule Risk Analysis

Overview of some Project Risk Management Software (Case Study)

Summary and Discussions

CE700: Project Planning & Scheduling

This course provides comprehensive overview of Project planning, Scheduling and Controlling based on AACE publications and guidelines. The course provides a general introduction to Project Management, contents of the project plan as well as deep information and workshops covering Work Breakdown Structure (WBS), resource planning and time schedule preparation.

Targeted audience: **Project Managers, Planning Engineers**

Professional Development and Continuing Education Units:

- Earns 24 PDUs and 2.4 CEUs
- PMI Program Number – CE700

Course Length: 24 hrs

Learning Objectives:

At the end of this course the delegates will:

- Differentiate between different Project Management processes
- Write a project charter
- Decomposing the project and creating the WBS
- Defining project activities
- Sequencing activities
- Estimating activity duration
- Solve the network
- Understand the meanings of float, early dates, late dates, and critical activities
- Apply probability to time schedule
- Shortening project duration

Course Topics:

- Introduction to Project Management
- Components of Project Plan
- Time management process

- Project charter
- Work Breakdown Structure (WBS)
- Activity definition
- Resource Planning
- Activity Sequencing
- Network analysis
- Pert calculations
- Probability in time scheduling
- Types of floats
- Time Crashing Techniques

Workshops:

- WBS
- Pert and probability
- Scheduling workshop
- Time crashing workshop

CE701: Cost Planning, Scheduling and Controlling

This course provides extensive knowledge about cost planning and scheduling. It covers the classification of cost elements (Labor, Equipment and Material), how to estimate the required project resources, allocating them on the time schedule, solving over allocation problems, generating cash flow and S-curve, the financial impact of shortening project duration.

Targeted audience: **Project Managers, Planning Engineers, Control Engineers**

Professional Development and Continuing Education Units:

- Earns 20 PDUs and 2CEUs
- PMI Program Number – CE701

Course Length: 20 hrs

Learning Objectives:

At the end of this course the delegates will:

- Differentiate between different project management processes
- Estimate the cost of labor and equipments (including depreciation)
- Adjust productivity
- Use cost accounts to control project costs
- Solve resource utilization problems
- Predict project cash flow under various scenarios
- Use earned value technique to evaluate project performance

Course Topics:

- Introduction to project planning
- Cost management process
- Estimating cost elements
- Productivity adjustment
- Cost Accounts
- Monitoring resource utilization
- Solving over allocation problems
- Generating Cash Flow and S-curve
- Project controlling and earned value
- Schedule crashing techniques and the financial impact

Workshops:

- Estimating different cost elements
- Productivity adjustment
- Resource over allocation
- Cash Flow workshop
- Down payment financial impact
- Earned Value workshop
- Scheduling crashing workshop

CE702: Cost Estimating and Financial Analysis

This course provides extensive knowledge about estimating techniques, cost hierarchy, project estimation, budgeting and pricing. The course also covers depreciation, cost accounts, contingency and risk, estimation review and integration between time schedule and cost estimate. Engineering economics and evaluating economic alternatives are a key part of the course.

Targeted audience: **Costing Engineers, Control Engineers**

Professional Development and Continuing Education Units:

- Earns 20 PDUs and 2CEUs
- PMI Program Number – CE702

Course Length: 20 hrs

Learning Objectives:

At the end of this course the delegates will:

- Differentiate between costing and pricing
- Estimate the different cost elements (labor, material and equipments)
- Apply conceptual estimating methods
- Apply deterministic estimating method
- How to apply risk & contingency
- Manage effective estimation take-off
- Use cost accounts to control costs
- Integrate between cost estimate & time schedule
- Adjust productivity
- Calculate future values and present values of cash flow series
- Compare between the economic alternatives to determine the most feasible

Course Topics:

- Definitions and indices
- Costing VS Pricing
- Estimating equipments and depreciation
- Labor estimation
- Conceptual estimating methods
 - End Product Units

- Physical Dimensions methods
- Capacity factor Method
- Ratio Method
- Parametric Method
- Deterministic estimation
- Risk and Contingency
- Take Off
- Cost Accounts
- Integration between time schedule and the cost estimate
- Productivity adjustment
- Cash flow series, present value, future value and annual worth
- Comparing economic alternatives

Workshops:

- Estimating of cost elements
- Conceptual estimating
- Productivity adjustment
- Time value of money
- Evaluating economic alternatives

Planning & Scheduling Professional (PSP) Credential Preparation Course - PSP

This course provides training for Project planning, scheduling and controlling techniques. Participants will gain a thorough background in the concepts of planning and scheduling. Scheduling techniques will be covered. This five-day course leads you through hands-on workshops that maintain a project baseline schedule, status, update and track it to completion. All workshops and instruction use the three basic elements of project management: schedule, resource and costs.

Course level: **Mixed (Beginners, Intermediate and Advanced)**

Targeted audience: **Project Managers, Project Coordinators, Planners/Schedulers, and Cost Controllers**

Profession Development Hours:

- Earns 20 PDHs
- PROMASTAR Program Number 10035/PSP

Prerequisite: Fundamental Project Management Knowledge

Course Length: 5 days – 4hrs/day

Course Material: Each trainee receives an original copy of “PSP Certification Study Guide, 1st Edition - Revised 2008”

Course Outline

Day One:

- Introduction to the PSP Certification Study Guide
- PSP Certification Requirements
- PSP Examination Structure
- Test your PSP Knowledge
- Contract Requirements
- Identification of Stakeholders

- Constructability Methods
- Identification of Resources
- Value Engineering
- Stakeholder Considerations
- Project Variables

Day Two:

- Define Scope of Work
- Define Project Goals
- Define Project Plan
- Phase Definition
- Establish Work Breakdown Structure (WBS)
- Establish Organizational Breakdown Structure (OBS)
- Cost Breakdown Structure (CBS)
- Sequencing and Phase Relationships
- Review by Stakeholders
- Cost Estimate Development
- Baseline Plan
- Periodic Forecasts
- Risk and Recovery Plan

Day Three:

- Define Schedule Scope
- Input and Data from Breakdown Structures (WBS/OBS/CBS)
- Schedule Specification
- Feedback from Stakeholders
- Cost Estimate Model
- Types of Schedules
- Activities, Durations and Relationships
- Constraints and Calendars
- Cost/Resource Loading
- Project Milestones
- Schedule Quality Analysis and Compliance Review
- Schedule Basis Documentation

Day Four:

- Baseline the Schedule
- Tracking Schedule Progress
- Cost and Resource Management
- Schedule Change Management
- Acceleration
- Schedule Maintenance Feedback

Day Five:

- Control Level Schedules
- Variances and Trends
- Schedule Analysis
- Schedule Forecasts
- Constructability Review
- Recovery Schedules
- Management Summary

PMI's Scheduling Professional (PMI-SP)® Certification Exam Prep Course

PMI's Scheduling Professional (PMI-SP)® credential is one of the most important industry-recognized certification for project schedulers. Globally recognized and demanded, the PMI-SP® demonstrates that you have the experience, education and competency to successfully build, develop and maintain and control your project's schedules.

Course level: Beginners to Intermediate

Targeted audience: **Project Managers, Project Coordinators, Planners/Schedulers, and Cost Controllers; People who Work in Projects and would like to improve their skills, anyone who would like to become a project scheduler and want to learn the systematic scheduling process and techniques**

Professional Development and Continuing Education Units:

- Earns 24 PDUs

Suggested Prerequisites: Knowledge of project management principles

Course Length: 24 hrs

Course Topics:

Part 1 – Introduction

- Why scheduling?
- Overview, Purpose & Applicability

Part 2 – The Schedule Development Process

- Schedule development process overview
- Critical path method for scheduling
- The scheduling tool
- The schedule model
- Schedule risk analysis process

- The project schedule
- Schedule maintenance

Chapter 3 – Schedule Model Good Practices

- Purpose of the schedule model
- Designing the schedule model
- Elements of developing a good schedule
- Developing the scheduling framework
- Determining how the schedule model will be developed
- Understand the full scope of the project
- Identify the project and schedule
- Establish project calendars and work periods
- Establish the optimum project update cycle
- Designing an effective coding structure
- Determining resource planning requirements
- Developing the Baseline schedule
- Define milestones
- Design the project's activities
- Design the project's logic
- Determining the duration for each activity
- Analyzing the schedule output
- Approving the schedule
- Baselineing the schedule
- Maintaining the schedule

Part 4 – Scheduling Components

- Component name
- Required or optional use
- Manual or calculated
- Data format
- Behavior
- Good practices
- Conditional note and associated component

Risk Management Professional (PMI-RMP)[®] Exam Preparation Course

This learning course also serves to help participants prepare for the Project Management Institute's, Inc. (PMI) Risk Management Professional (RMP)[®] exam with the understanding of project risk management according to the Project Management Body of Knowledge (PMBOK)[®] Guide - Fourth Edition.

Aligned with the PMI Risk Management Professional (PMI-RMP)[®] certification, this course provides the skills to identify and measure risks in project development and implementation. You learn to quantify risks and create risk response strategies to deliver projects that meet stakeholder expectations.

Who Should Attend

This course serves in preparing the participants to qualify for the Project Management Institute Risk Management Professional (PMI-RMP)[®] exam.

This course is also for any individual, who is engaged in risks management profession with a minimum of one year of experience as a risk management practitioner. Risk managers, project managers and line managers will benefit from this course.

Professional Development and Continuing Education Units:

- Earns 30 PDUs

Course Duration

30 hours

Course Outline

- **Overview of the PMI-RMP Exam**
 - Requirements
 - Domain Areas
- **Risk Management Overview**
 - Definition of risks
 - Risk Breakdown structure (RBS)
 - Risk Categories

- **What You Need Before You Can Do Risk Management**
 - What do you need before you can effectively start risk management?
 - How does risk management fit into the project management process and operations?
 - What risk management is and why can it make or break your career
 - Project risks and operation risks?
 - Negative risks and positive risks (Opportunities)

- **The Risk Management Processes**
 - Plan Risk Management
 - Identify Risks
 - Perform Qualitative Risk Analysis
 - Perform Quantitative Risk Analysis
 - Plan Risk Responses
 - Monitor and Control Risks

- **Plan Risk Management Process**
 - Creating a Risk Management Plan (RMP)
 - Analyzing contents of a model RMP
 - Applying a standard template to create your RMP

- **The Identify Risks Process**
 - Identifying project risk
 - Common sources of project risk
 - Creating Ishikawa diagrams to analyze cause and effect relationship
 - Checklists
 - Developing a Risk Register
 - Analyzing contents of a model Risk Register
 - Applying a proven template to create your Risk Register
 - Documenting risks for future assessments

- **The Perform Qualitative Risk Analysis Process**
 - Analyzing risks through qualitative measures
 - Performing probability and impact analyses of identified
 - Applying the probability and impact matrix
 - Advanced applications of qualitative analysis
 - Prioritizing analysis results
 - Ranking project risks
 - Differentiating between acceptable and unacceptable risks

- **The Perform Quantitative Risk Analysis Process**
 - Quantifying effects of risk events on the project
 - Determining probability of achieving cost and time objectives
 - Calculating contingency reserves
 - Identifying trends in quantitative analysis
 - Ranking risks by actuarial cost
 - Tools for analysis
 - Expected Monetary Value (EMV)
 - Three-point estimates
 - Probability distributions
 - Delphi Technique
 - Simulation

- **The Plan Risk Responses Process**
 - Implementing risk response strategies
 - Threats: Accept, Avoid, Transfer and Mitigate
 - Opportunities: Exploit, Share, Enhance
 - Quantifying residual risks and secondary responses
 - Creating contingency plans
 - Determining the worst case scenario
 - Recalculating confidence levels
 - Finalizing risk budget

- **The Monitor And Control Risks Process**
 - Identifying emerging project risks

- Matching identified project risk with controls including Risk Audit, Variance Reports, Reserve Analysis
- Anticipating risk events through risk triggers
- Measuring risk using earned value analysis (EVA)
- Ensuring effective change control
- Developing a reliable change request process

Certified Cost Professional (CCP) Certification Exam Preparation

In What Industries

Government, Real Estate Development, Aerospace, Defense, Engineering and Construction, Manufacturing and Industrial, Oil, Gas and Petrochemical, Power and Water Utility Plants, Education and Training, Retail, Financial Services, Information Technology, Telecommunication, Media Production, E-Business Enablers, Marketing and Sales, Pharmaceuticals, Environmental Management, Hospitality Management, Shipbuilding and Repair Yards.

Professional Development and Continuing Education Units:

- Earns 35 PDUs and 3.5 CEUs

Course Length: 35 hrs

Course Topics:

1. Cost

Cost Elements, Pricing, Material, Labor, Engineering, Equipment, Parts and Tools, Economic Costs., Activity Based Cost Management

2. Cost Estimation

Estimating, Process Product Manufacturing, Discrete Product Manufacturing

3. Planning and Scheduling

4. Progress & Cost Control

Progress Measurement and Earned Value, Earned Value for variable Budgets, Tracking Cost & Schedule Performance, Performance and Productivity Management

5. Project Management

Project Management, Project Organization Structure, Project Planning, Project Labor Cost Control, Leadership and Management of Project People, Quality Management, Value Analysis, Contracting for Capital Projects, Strategic Asset Management

6. Economic Analysis

Basis Engineering Economics, Applied Engineering Economics

7. Statistic, Probability & Risks

Statistic & Probability, Basic Concept in Descriptive Statistic, Risk Management

8. Technical Paper, Guidelines & Review_

Certificate

A certificate of completion will be issued to those who attend and complete the program. The course is registered with the Project Management Institute, Inc. (PMI) and those who complete the course will earn 35 PDU's.

Extension Of Time Request (EOT)

Any Time Extension Request must be entirely on its own merit, well analyzed and emphasized, properly documented, fully substantiated that there is no question of the validity of the request. This course will provide in-depth understanding of the concepts and art of preparing and defending Time Extension Requests.

Topics will cover the basic concepts of delays, tracking delays, mitigating delays, baseline schedule as well as analyzing the effect of delay(s) on the baseline schedule. In addition, it is extended to give a detailed guide about preparing a comprehensive Extension of Time Request including the prolongation and disruption costs.

Target Role

This course targets Chief Executive Officers, Finance Managers, Human Resources Managers, Project Managers, Engineers and Planners, Information Technology Managers, Companies understanding the value of cost management to fulfill their financial expectations and anyone interested in cost control and operations optimization regardless of the nature of its business.

In What Industries

Government, Real Estate Development, Aerospace, Defense, Engineering and Construction, Manufacturing and Industrial, Oil, Gas and Petrochemical, Power and Water Utility Plants, Education and Training, Retail, Financial Services, Information Technology, Telecommunication, Media Production, E-Business Enablers, Marketing and Sales, Pharmaceuticals, Environmental Management, Hospitality Management, Shipbuilding and Repair Yards.

Professional Development and Continuing Education Units:

- Earns 20 PDUs and 2.0 CEUs

Course Length: 20 hrs

Learning Outcome

At the completion of this course, the student will be able to:

- Define delays
- Describe the different types of delays
- Depict issues related to each delay
- Define the baseline schedule
- Differentiate between baseline schedule and other target schedules
- Define the important milestones in the baseline schedule
- Maintain a baseline schedule
- Monitor critical and near critical activities
- Track effect(s) of delay(s) on a project
- Maintain contractual requirements related to delays and EOT
- Define the different types of delay analysis
- Determine which type of delay analysis is best to the case
- Run a delay analysis
- Know when to run a delay analysis
- Use Primavera P6 for delay analysis
- Familiar with related Primavera P6 interfaces
- Calculate delays based on the delay analysis
- Mitigate delays
- Determine which delays should be mitigated
- Recognize which costs are related to delay mitigation
- Know what an acceleration plan is
- Determine when an acceleration plan should be prepared
- Know what to include in the acceleration plan
- How to prepare an acceleration plan
- Who should prepare the acceleration plan
- Know the effect of stakeholders on the acceleration plan
- Know how an acceleration plan can be successfully implemented
- Know about prolongation costs
- Learn how to calculate prolongation costs
- Recognize what needs to be included in prolongation costs
- Describe disruption
- Recognize what to include in disruption
- Learn how to calculate disruption

- Know the requirements of calculating disruption
- Recognize the challenges related to prolongation costs and disruption calculations
- Know the importance of document management to support EOT
- Determine what documents should be included in EOT
- Know how to use Primavera Contract Manager to log delay documents
- Be familiar with Primavera Contract Manager interfaces
- Determine what to look at when defending an EOT

Course Topics:

- Causes of Delays
- Project Baseline Schedule
- Tracking Delays
- Related Contractual Issues
- Calculating Delays Effect/Impact on Schedule
- Delay Mitigation
- Acceleration Plan
- Prolongation Cost
- Disruption
- Verification of Documents (Documentation)
- Defending an Extension of Time

Certificate

A certificate of completion will be issued to those who attend and complete the program. The course is registered with Project Management Institute, Inc. (PMI) and those who complete the course will earn 20 PDU's.