Project &Quality Management · PQ281

# The Complete Course on Project Management

| Duration | Fee | Category |
|---|---|---|
| **1 Week** | **from £1,400** | **Project &Quality Management** |
| **Ref** | **Language** | **Certificate** |
| **PQ281** | **English** | **Certificate of attendance** |

## Introduction

Project Management has gone beyond being merely a personal skill set. It is now considered a vital organisational competency. So whether you are charged with increasing your organisation's total project management capability or you are playing a role in a project, you will find this course offering a complete guide for managing any type of project. The course is designed to help you master the science of project management and to provide you with a solid foundation for the art of project management and leadership.

## Course Objectives of Project Management

The bottom line is project management is about applying specific principles to bring in projects on time, within budget, and to specifications. As a result, the key objective of this course is to master planning tools, management techniques, and people skills that will ensure project success.

## Course Process of Project Management

The course uses both conventional and non-traditional techniques, utilises hands-on case studies and group discussions and provides thorough coverage of concepts, techniques, and relevant case studies.

## Course Benefits of Project Management

- A better understanding of project selection decisions
- Improved ability of delegates to plan, schedule and control a project
- Mastering inter-personal skills needed to effectively manage project teams
- Improved ability to develop appropriate performance measures
- A wider choice of project planning techniques

## Core Competencies of Project Management

- Planning theory and application
- Risk analysis & management
- Cost estimating

- Budgeting
- Performance management
- Project progress reporting

## Who Should Attend

### This course is designed for professionals involved in any aspect of project management, including but not limited to:

- Project Managers
- Team Leaders
- Business Analysts
- Operations Managers
- Project Coordinators and Supervisors who support project managers in scheduling, budgeting, and controlling.
- Consultants and Advisors involved in providing guidance on project implementation.
- Anyone transitioning into project management roles

## Course Outlines of Project Management

### Day 1

### The World of Project Management

- Project lifecycle model
- Classic and modern project constraints and parameters
- The concept of project management maturity
- Selecting projects to meet organisational goals
- Aggregating projects into programmes and portfolios
- Establishing a project support office
- Considering and confronting uncertainty in project selection decisions
- Project data, information and knowledge management
- The art, science, and practice of project management
- Case Studies

### Day 2

### Project Planning, Scheduling, and Budgeting

- Project plan vs. Project planning
- Strategic, tactical and operational planning
- The contents of a project plan
- Level of detail in scheduling
- Network logic and dependency analysis
- Project uncertainty and risk management
- Introducing uncertainty in planning
- Fundamentals of budgeting & cost control
- Methods of budgeting
- Improving cost estimates
- Best practices of project planning, scheduling, and budgeting

### Day 3

### Project Resourcing, Monitoring, and Control

- Resource allocation
- Expediting a project
- Allocating scarce resources to projects
- The Critical Chain approach
- Designing the monitoring cycle
- Performance indicators and feedback mechanisms
- Earned value management
- Designing the change-control system
- Proactive management and plan updating
- Case Studies

### Day 4

### The Project Manager’s Roles and Responsibilities

- Selection of the Project Manager
- Project Team-building and empowerment
- Team management challenges
- Delegating with confidence
- Communication within the project team
- Project team leadership
- Multidisciplinary teams
- Conflict handling
- Best practices of people-based project management
- Case Studies and Group Exercises

### Day 5

### Project Evaluation, Reporting, Closure, and Hand-over

- Evaluation criteria
- Project auditing
- Project review meetings
- Analysing project performance
- Progress reports and records
- Determinants of project success
- Successful project hand-over
- Lessons learned and creating a learning culture
- Best practices of project evaluation, reporting, and closure

## Dates & Venues

| Date | Venue | Duration | Fee |
|---|---|---|---|
| 22 - 26 Nov 2026 | Amman (Jordan) | 1 Week | £3,100 |
| 23 - 27 Nov 2026 | Barcelona (Spain) | 1 Week | £5,000 |
| 29 Nov 2026 - 3 Dec 2026 | Online | 1 Week | £1,400 |
| 29 Nov 2026 - 3 Dec 2026 | Istanbul | 1 Week | £5,000 |
| 30 Nov 2026 - 4 Dec 2026 | London | 1 Week | £5,000 |
| 30 Nov 2026 - 4 Dec 2026 | Kuala Lumpur | 1 Week | £5,000 |
| 6 - 10 Dec 2026 | Dubai | 1 Week | £3,650 |
| 7 - 11 Dec 2026 | Amsterdam | 1 Week | £5,150 |
| 13 - 17 Dec 2026 | Cairo | 1 Week | £3,100 |
| 13 - 17 Dec 2026 | Manama (Bahrain) | 1 Week | £3,650 |

## Register or ask about this course online

https://www.hplustraining.com/categories/project-quality/the-complete-course-on-project-management-PQ281

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