



# Mastering Project Management

Developing Essential Skills for Professional Project Managers

## ► Upcoming Sessions

20-24 Feb 2023	London	\$5,950
15-19 May 2023	London	\$5,950
14-18 Aug 2023	California	\$6,950
04-08 Sep 2023	Amsterdam	\$5,950
02-06 Oct 2023	Miami	\$6,950
30 Oct-03 Nov 2023	Geneva	\$5,950
20-24 Nov 2023	New York	\$6,950
27 Nov-01 Dec 2023	London	\$5,950

## ► Course Overview

In today's world, where projects are growing in size and complexity at an exponential rate, the importance of mastering project management is now more crucial than ever before. With the implementation of cutting-edge technologies, development of multi-national collaborations and the demand for increased levels in production, safety and quality previously considered unachievable, the way in which projects are managed has had to take a quantum leap forward.

This Mastering Project Management training course reviews the fundamental principles of project management which form the bedrock of every successful project and uncovers the key attributes needed to become a master of project management. Unless project leaders and managers fully understand and apply the skills needed to effectively plan and execute projects in today's environment of fast-paced, high-tech and multi-faceted projects, they will never become true masters of their profession. This Mastering Project Management training course takes the essential attributes of project management to the next level by identifying how projects have evolved and applies the latest tools and techniques to help existing and aspiring project managers become genuine masters in project management.

**This training course will highlight:**

- Understanding the fundamental principles of project management
- Project strategizing and strategic planning
- Controlling projects and management of change
- Risk identification, analysis and control
- Project leadership and stakeholder management

## ► Course Objectives

**By the end of this training course, attendees will fully understand:**

- ▶ The nature of project complexity and the project life-cycle
- ▶ The twenty project management sequence steps
- ▶ How to define and manage project roles and responsibilities
- ▶ How to keep projects under control, within schedule and budget
- ▶ How to identify, analyse and effectively manage project risks
- ▶ The importance of project leadership, team-building and stakeholder management

▶ **Course Methodology**

This Mastering Project Management training course will incorporate both theory and skill training components, applying hands-on exercises, facilitation of group discussions, practical case studies and real-life examples.

▶ **Organisational Gains**

**The organisation will benefit by:**

- ▶ Enhancing their strategies and practices to optimise project planning and execution
- ▶ Improving their project key performance indicators and success rates
- ▶ Increasing the efficiency of their project management teams
- ▶ Maintaining corporate values and achieving objectives through efficient risk management
- ▶ Attracting new clients and expanding their portfolio with existing clients
- ▶ Increasing their project management knowledge base

▶ **Personal Gains**

**Participants will develop additional and valuable project management skills through:**

- ▶ Learning to improve the speed and efficiency in delivery of all projects
- ▶ Improving their risk identification and analysis skills
- ▶ Refining their planning and estimating techniques
- ▶ Enhancing their integrated team management skills
- ▶ Developing key attributes required of a Project Management Professional
- ▶ Becoming an indispensable project team member and leader

▶ **Who Should Participate?**

This Mastering Project Management training course is intended for project management professionals, leaders and project team members who are engaged in all types of projects, from simple to complex.

**This training course is suitable to a wide range of professionals but will greatly benefit:**

- ▶ Project Directors & Managers
- ▶ Plant Managers & Superintendents
- ▶ Project Planners & Estimators
- ▶ Quality Assurance Managers & Engineers
- ▶ Contract & Procurement Managers
- ▶ Project & Discipline Engineers
- ▶ Specialist Technicians & Technical Assistants

▶ **Course outline**

▶

**DAY 1**

## The Fundamentals of Project Management

- ▶ Key Definitions in Project Management
- ▶ The Project Life-Cycle
- ▶ Project Complexity Factors
- ▶ Project Strategizing and Managing the Triple Constraint
- ▶ Project Context & Environment
- ▶ Key Financial Concepts

### DAY 2

#### Project Planning and Organising

- ▶ The 20 Project Management Sequence Steps
- ▶ Defining Project Scope and Developing Work & Cost Breakdown Structures
- ▶ Project Management Roles & Responsibilities
- ▶ Project Planning Inputs, Tools & Techniques
- ▶ Project Estimating Techniques
- ▶ Project Scheduling Methods

### DAY 3

#### Implementing, Executing and Controlling Projects

- ▶ Project Implementation & Resource Management
- ▶ Developing Project Control Systems
- ▶ Keeping Projects On-Track & Controlling Change
- ▶ Project Performance Measurement & Key Performance Indicators
- ▶ Earned Value Management
- ▶ Project Progress Measurement from Initiation to Handover

### DAY 4

#### Project Risk Management

- ▶ Risk Management Planning
- ▶ Risk Identification
- ▶ Qualitative Risk Analysis
- ▶ Quantitative Risk Analysis
- ▶ Risk Response Planning & Implementing
- ▶ Controlling Project Risks

### DAY 5

#### Project Leadership and Stakeholder Management

- ▶ Understanding Leadership & Management
- ▶ Working in Project Teams
- ▶ The Team Development Cycle
- ▶ Keys to Effective Influence & Persuasion
- ▶ Improving Communication, Delegation & Motivating Skills
- ▶ Managing Stakeholders & Stakeholder Expectations

## ▶ Certificate

Oxford Management Centre Certificate will be provided to delegates who successfully completed the training course.

## ▶ Accreditation



All Training Courses delivered by Oxford Management by default are eligible for CPE Credit.

## ► In association with



GLOMACS Training & Consultancy - [Visit website](#)



PetroKnowledge - [Visit website](#)



KC Academy - [Visit website](#)



P.O Box 71903, Dubai, United Arab Emirates

**Web:** [www.oxford-management.com](http://www.oxford-management.com)

**Email:** [info@oxford-management.com](mailto:info@oxford-management.com)

**Phone:** +971 4 589 6164

**Whatsapp:** +971 52 121 9638

**©2023. Material published by Oxford Management shown here is copyrighted.**

All rights reserved. Any unauthorized copying, distribution, use, dissemination, downloading, storing (in any medium), transmission, reproduction or reliance in whole or any part of this course outline is prohibited and will constitute an infringement of copyright.