



YOUR
CAREER
ADVANTAGE



PROJECT MANAGEMENT FUNDAMENTALS (PMF) PMP prep 35 contact hours course

CONTEXT

The fact that today we are facing a rising need for talented project managers in all the sectors, we are pleased to inform you that ESA is launching a new certificate program: PMF (Project Management Fundamentals).

This is the most recognized certification for project managers. It gives you the possibility to develop your professional opportunities and successfully manage projects.

Our Workshop approaches Project Management by first understanding why project management is a

profession, how it's supported globally and when to apply project management to accomplish strategic objectives. Workshop attendees will then experience the project planning process which will not only reinforce the value but also the discipline required to properly plan. Building on the "value" of individual project management, we'll explore the systematic process of transforming an organizational to a project culture and how it leads to a competitive advantage. Also, the person earns sufficient contact hours enabling him to apply to the PMI certifications.

APPROACH AND DELIVERABLES

The approach applies the most efficient teaching / learning methods based on "blended" methods of training delivery consisting of:

- Pre and Post-assessment test (around 60 exercises aligned with standards, 30min) to explore and measure the knowledge retention and value.
- Theoretical group discussions (applied to each topic), multiple choices exercises aligned with PMP certification framework, real project cases, in-class application of PM outputs, tools and samples.
- Receive supporting materiel including extra-toolkit: self assessment, self learning and PM reporting/tools, samples and templates per phases/knowledge area/processes etc.
- Experience in class the effectiveness of project planning.

COURSE METHODOLOGY

- The course will equip participants with the core knowledge, skills and attributes required to work effectively as members of a project team leading to the development of experience and skills towards a supervisory role and or coordinating role in project management.
- The course will provide theoretical lectures, multitude of group activities, quizzes, hand-on exercises, summary and self examination samples at the end of each chapter, enabling them to acquire a strong working knowledge of the basics of project management.
- This course provides PMP certification preparation totally aligned with the updated PMBOK® and examinations programs.
- More, participants will be insights and recommendations on which materiel, books, exercises and simulation tests they can refer to.



YOUR
CAREER
ADVANTAGE



PROJECT MANAGEMENT FUNDAMENTALS (PMF) PMP prep 35 contact hours course

LEARNING OBJECTIVES

The present section describes the learning objectives with regards to the approach outlined above

- Understand the value of adopting project management as an organizational culture, core competency, and competitive advantage
- Understand the purpose of PMI and the PMBOK and how to use these resources in your own efforts to apply project management to help achieve business objectives
- Understand the Project Management Life Cycle, phases, knowledge areas, activities and deliverables as well as the interpersonal skills and leadership skills of a project manager
- Apply key PM outputs, tools, techniques and methods: Charter, Scope statement, Work Break down structure WBS, timelines, communication plans, resource plans, Earned Value Management/analysis EVM/EVA, risk management/risk analysis/risk register, Responsibility/stakeholder matrix, status reporting, lessons learned, etc.
- Know how to prepare for the CAPM, PMP certification exam
- Learn how to initiate, plan, manage, monitor and close a project

Course Content

- **Chapter 1:** Introduction, Generalities, Roles and Responsibilities
- **Chapter 2:** Project Life Cycles and Organizations
- **Chapter 3:** Project Management Processes for a project (Definitions, artifacts, deliverables)
- **Chapter 4:** Project Integration Management
- **Chapter 5:** Project Scope Management
- **Chapter 6:** Project Time Management
- **Chapter 7:** Project Cost Management
- **Chapter 8:** Project Quality Management
- **Chapter 9:** Project Human Resource Management
- **Chapter 10:** Project Communications Management
- **Chapter 11:** Project Risk Management
- **Chapter 12:** Project Procurement Management
- **Chapter 13:** Project Stakeholder Management

Time - Date

8 May – 27 May 2013
Time 4:00 p.m. – 8:00 p.m.
Schedule 3 days per week (MWF)

Fees

770\$ TTC

N.B: A more extensive/detailed outline is available upon request.

Coach / Trainer Profile: Eng. Grace Najjar

- Ms. Najjar has over 17 years of experience in consulting across a wide-variety of private, public, non-profit, and government industries.
- She is a Certified Project Management Professional (PMP) having completed a number of advanced courses related to project management, process modeling, reengineering, and training.
- She is a founding member of the Project Management Institute's (PMI) Lebanon Chapter in 2005, of which she was elected Vice President in 2006. She serves as the PMI Regional Mentor for the Middle East since 2010.
- Ms. Najjar speaks regularly at global leadership seminars and congresses. She consults with international organizations such as the European Union and the World Bank.
- Ms. Najjar holds an Engineering degree in Information Systems from the École Supérieure des Ingénieurs de Beyrouth (ESIB) at the Saint Joseph University, and a Masters degree in Network & Telecommunications from the École Nationale Supérieure des Telecommunications (ENST), Paris.
- She founded Align Management Solutions in 2010, Managing director of Align Management Solutions (www.alignms.com)

Contact

ESA EXECUTIVE EDUCATION
289, rue Clemenceau
T: 00 961 1 373 373 ext : 1133
C : exed@esa.edu.lb

This document has no contractual value and may be modified to reflect current events.

ESA Campus, 289 rue Clemenceau 113-7318 Beirut, Lebanon
T 00 961 1 373 373 F 00 961 1 373 374 E exed@esa.edu.lb W esa.edu.lb

ESA Associated Center of



a business school run by the

