

## Introduction to Project Management

### Course Format

*This workshop is highly practical and interactive. Close to 60% of the time of the workshop is allocated to individual, group, and class exercises.*

*The exercises are related to projects that the teams would agree to work on and can be from the participants' real life or current projects.*

### Special Situation

*The workshop is ideal for groups starting a new project at work where they can bring the project to class to learn and immediately apply the learning on a project that is directly relevant to their work.*

### Pre-Requisites

*None is required*

### Duration

*3 full days*

*Offered frequently for the public and for private clients on demand basis.*

### Contact Hours/PDU

*21 Contact Hours / PDU*

### Course Description

Project Management has proven its value across almost every industry and business sector. As a result, the interest in project management around the globe continues to expand rapidly. Some of the growth is directed toward certification although certification is not a necessity for many practitioners who only require basic and practical understanding. Many professionals, in all aspects of business, can greatly benefit from learning the key concepts of project management in order to apply them effectively and immediately in managing a project from start to end.

The Introduction to Project Management is an ideal workshop for those who are anxious and interested in learning how to take the first steps in their project management practices to awaken their giant. The course allows the participants to gain excellent understanding of a simplified approach utilizing SUKAD™ project life span approach; the **Customizable and Adaptable Methodology for Managing Projects™** (CAM<sup>2</sup>P™), which is aligned with global standards; such as PMI®.

The workshop provides a comprehensive coverage of selected real or realistic projects from idea to closure and the participants will learn and APPLY the methodology on such projects in class. Most of the time of the class will be spent on activities and exercises and not lectures using SUKAD developed templates and tools to emphasis the immediate application of the learning.

### Learning Objectives/Outcomes

- Learn about a proven project management methodology
- Learn how to start the project right and continue on the right path toward achieving project strategic objectives
- Apply the learning to develop the PM & Detailed plans
- Understand project implementation, control, handover, and closure

### Who should Attend

Personnel & professionals from all sectors and organizations who work and lead projects and basic business initiatives. Also project team members, aspiring new comers to project management, even newly assigned project managers.

### Daily Schedule

Day 1: Modules 1 to 4  
Day 2: Modules 5 & 6  
Day 3: Modules 7 to 10

### Course Section, Category, and Code

Core Learning  
General Project Management  
CC13

### Relevant Courses

- Project Management - Applied Methodology (CC08)
- The SUKAD & SKEMA Master Certificate in Project Management

### How to Register

- Send an email to [info@sukad.com](mailto:info@sukad.com)
- Call us on +971 4 367 1976
- Visit our website [www.sukad.com](http://www.sukad.com)

### Discounts

- 5% - 10% discount is applicable for early registration & payment
- Group discounts available

### Language

- Workshop is available in English and Arabic

### Course Outline

1. Overview ➤ Introduction and Agenda	2. General Information ➤ Frameworks & Definitions
3. The SUKAD Way™ ➤ SUKAD PM Maturity ➤ SUKAD CAM <sup>2</sup> P™ Model	4. Project Pre-Launch Stage ➤ Idea statement ➤ Feasibility/validation study ➤ Project authorization
5. Project Launch Stage ➤ Basic requirements ➤ Stakeholders' alignment ➤ Project management plan	6. Project Definition Stage ➤ Scope definition ➤ Quality & Compliance ➤ Time & cost ➤ HR & Communication ➤ Risk management
7. Project Implementation Stage ➤ Project control ➤ Change Management ➤ Managing the project team	8. Project Operation Readiness ➤ Pre-handover & Handover ➤ Initial Operations (Pilot) ➤ Project Acceptance
9. Project Close ➤ Lessons Learned ➤ Performance reconciliation ➤ Measurement of Success	10. Workshop Closure ➤ Final Action Plan ➤ Path Forward ➤ Feedback & Evaluation

### About SUKAD™

**SUKAD** is a leading provider of Integrated Project Management solutions.

SUKAD is an established center of excellence based in Dubai, the United Arab Emirates (UAE). SUKAD operates globally, with a regional focus on the countries of West Asia, including UAE, Saudi Arabia, Qatar, Kuwait, Oman, and Lebanon, among others.

SUKAD provides a variety of services including business support, consultancy, advisory and executive coaching, learning and development, e-learning, and publishing. All SUKAD services are integrated with, and built on, our core expertise in project management and encompass process improvement and management, six sigma, lean six sigma.

In the area of project management, SUKAD is a leader and has an extensive research and development program that have produced numerous learning programs from the basics of project management to advanced and strategically important topics. Through R&D, SUKAD has developed an continue to enhance The SUKAD Way™ for Managing Projects (a project management methodology) and The SUKAD Way™ for Organizational Project Management (a simplified project management maturity model).

SUKAD is also highly active as a corporate citizen where, since our inception, have offered thousands of professionals complimentary learning opportunities and donated services to many not-for-profit organization across the region.