



## PROMASTAR Training Programs 2009



Project Management  
Primavera Programs  
Construction  
Soft Skills  
Training

[www.promastar.com](http://www.promastar.com)

## Table of Content

<b>PRIMAVERA PROGRAMS</b> .....	<b>3</b>
<i>Course 102: Project Management In P6 Client-Server</i> .....	<b>4</b>
<i>Course 106-P: Advanced Project Management In P6 Client-Server</i> .....	<b>7</b>
<i>Course 106-R: Resource Management In P6 Client-Server</i> .....	<b>7</b>
<i>Course 101: Project Management In P6 Web</i> .....	<b>10</b>
<i>Course 107: Resource Management In P6 Web</i> .....	<b>12</b>
<i>P3-601: Planning &amp; Scheduling With P3</i> .....	<b>14</b>
<i>P3-602: Resource &amp; Cost Analysis With P3</i> .....	<b>15</b>
<i>P3-603: Managing Project Data With (P3)</i> .....	<b>16</b>
<i>Course 201: Contract Manager Basic Course</i> .....	<b>17</b>
<i>Course 501: Primavera Pertmaster - Introduction To Project Risk Management ...</i>	<b>18</b>
<b>PROJECT MANAGEMENT COURSES</b> .....	<b>20</b>
<i>PM-001: Project Management Fundamentals</i> .....	<b>21</b>
<i>PMP-01: Pmp-Certification Exam Preparation</i> .....	<b>22</b>
<i>PMP-Ext: Pmp-Extended Course</i> .....	<b>24</b>
<i>PGM-01: Program Management And The Pmo</i> .....	<b>26</b>
<i>CR-01: Cost Risk Analysis</i> .....	<b>28</b>
<i>CE-700: Project Planning &amp; Scheduling</i> .....	<b>29</b>
<i>CE-701: Cost Planning, Scheduling And Controlling</i> .....	<b>30</b>
<i>CE-702: Cost Estimating And Financial Analysis</i> .....	<b>31</b>

## PRIMAVERA PROGRAMS

---

Primavera Authorized Training Programs

## **Course 102: Project Management in P6 Client-Server**

Provides hands-on training for Primavera's client/server-based solution, leading participants through the entire project life cycle, from planning to execution. Topics include adding activities, assigning resources, and creating a baseline. Participants also gain a thorough background in the concepts of planning and scheduling. All workshops and instruction stress the three basic elements of project management: schedule, resource and costs.

<b>Product</b>	: <b>Project Management in P6 Client-Server</b>
<b>Duration</b>	: <b>5 days x 4 hours</b>
<b>Audience</b>	: <b>Program managers, project managers, planners/schedulers.</b>
<b>Prerequisite</b>	: <b>Fundamental project management training, knowledge of MS Windows.</b>
<b>PDU's &amp; CEUs</b>	: <b>Earns 19.5 PDUs and 1.95 CEUs</b>

### **OUTCOME**

---

- o Create a project with activities and resources
- o Calculate a schedule
- o Analyze resource/cost data
- o Compare current vs. target schedules

### **AT THE COMPLETION OF THIS COURSE THE STUDENT WILL BE ABLE TO:**

- o Add a Project to the Project Structure
- o Create a Work Breakdown Structure
- o Add Reference Documents
- o Add Activities
- o Add Steps and Codes to Activities
- o Create Relationships
- o Schedule a Project
- o Add Constraints
- o Organize Activities
- o Assign Resources and Costs
- o Analyze Resource/Cost Usage
- o Optimize the Schedule
- o Status the Project
- o Analyze the Updated Project

### **OUTLINES**

---

- o Introduction
- o Describe Primavera solutions
- o Describe P6
- o Review the relationship between Primavera and the Project Management Life Cycle
- o Identify the five process groups in the Project Management Life Cycle
- o Describe enterprise and project-specific data
- o Log in
- o Open an existing project
- o Navigate in the Home window and Activities window
- o Open an existing layout
- o Customize a layout
- o Save a layout
- o Describe the components that comprise the Enterprise Project Structure
- o View the EPS
- o Create a project
- o Navigate in the Projects window
- o View and modify information in Project Details
- o Define a Work Breakdown Structure
- o Create multiple levels of a WBS hierarchy
- o Describe an activity and its components
- o Describe activity types

- Add activities
- Add a Notebook topic to an activity
- Add steps to an activity
- Assign activity codes to activities
- View a network logic diagram
- Differentiate between the four relationship types
- Create relationships in the Activity Network
- Create relationships in Activity Details
- Perform a forward and backward pass
- Describe float and its impact on a schedule
- Identify loops and open ends
- Calculate a schedule
- Analyze the scheduling log report
- Apply an overall deadline to a project
- Apply a constraint to an individual activity
- Add notebook topics to constrained activities
- Describe the available constraint types
- Describe the difference between a work product and a reference document
- Create a document record
- Link the document record to a project document or work product
- Assign the project document to an activity or WBS
- Group activities according to a specific criteria
- Sort activities
- Apply a filter
- Create a filter
- Describe roles
- Views the roles dictionary
- Describe resources
- Identify the differences between labor, non labor and material resources
- View the resource dictionary
- Assign roles to an activity
- Assign rates on roles
- Assign resources by role
- Assign labor, non labor, and material resources to activities
- Adjust Budgeted Units/Time for a resource
- Assign expenses to activities
- Display the Resource Usage Profile
- Format a profile
- Format the timescale
- Analyze schedule dates
- Shorten a project schedule
- Analyze resource availability
- Remove resource over allocation
- Analyze project costs
- Create a baseline plan
- Display baseline bars on the Gantt Chart
- Modify the bars on the Gantt Chart
- Describe several methods for updating the project schedule
- Use Progress Spotlight
- Status activities
- Reschedule the project
- Describe reporting methods
- Run a schedule report
- Create a resource report with the Report wizard
- Create a report using the current layout
- Create and launch a project Web site
- Customize the appearance of a project Web site
- Publish activity layouts as HTML pages

## WORKSHOPS

---

- Creating a Work Breakdown Structure
- Adding Activities
- Creating Relationships
- Scheduling
- Viewing Schedule Data
- Assigning Resources and Costs
- Analyzing Resources and Costs
- Updating the Schedule

## **Course 106-P: Advanced Project Management in P6 Client-Server** **Course 106-R: Resource Management in P6 Client-Server**

Provides in-depth project management training in P6 client-server-based solution, building off skills learned in the basic course (102). Topics include earned value analysis, updating baselines, importing and exporting project data, and top-down budgeting.

Provides in-depth resource management training in Primavera's client/server-based solution. Building off skills learned in the basic course (102), the 106-R course covers advanced topics in managing resource allocation, future-period bucket planning, and resource leveling. Extended case studies at the end of each day provide an opportunity to apply new skills and functionality.

<b>Product</b>	: 106-P and 106-R Advanced Project Management in P6 Client-Server
<b>Duration</b>	: 5 days x 5 hours
<b>Audience</b>	: Program managers, project managers, Administrator, planners/schedulers.
<b>Prerequisite</b>	: Course 102
<b>PDUs &amp; CEUs</b>	: Earns 24.0 PDUs and 2.40 CEUs

### **OUTCOME**

---

- o Modify projects using advanced functionality
- o Analyze projects using earned value
- o Effectively manage risks and issues
- o View Primavera data in other applications
- o Create resources and roles across the enterprise
- o Use advanced functionality to assess resource allocation
- o Tailor resource allocation via bucket planning and leveling
- o Integrate resource and financial data

### **OUTLINES**

---

#### **106-P**

- o Create a project using Project Architect
- o Customize the project plan
- o Assign project code values to activities
- o Assign resource code values to resources
- o Assign activity code values to activities
- o Establish user-defined fields
- o Define global change parameters
- o Run a global change
- o Create a portfolio
- o Add projects to a portfolio
- o Open projects using portfolios
- o Calculate multiple float paths when scheduling
- o Explain the difference between the scheduling logic options
- o Identify a calendar's effect on lag
- o Identify the difference between thresholds and issues
- o Create a threshold and an issue
- o Describe the process of importing and exporting data
- o Export projects
- o Import projects
- o Export activity data to a spreadsheet application
- o Modify project information in the spreadsheet application
- o Import project information from the spreadsheet application
- o Specify the activities to update in the baseline
- o Update activity and resource assignment data
- o Specify how Claim Digger compares project plans
- o Create a comparison report in Claim Digger
- o Determine which Duration Type works best in a given situation
- o Assign a Duration Type to an activity

- Describe the three Percent Complete types
- Determine which Percent Complete type to use based on how your organization reports progress
- Explain how activity percentages are calculated based on the Percent Complete type chosen
- Use weighted steps to calculate Percent Complete
- Define Earned Value
- Define Performance Percent Complete
- Review results of different earned value techniques
- Realize the benefits of using earned value techniques
- Display cost data in the Activity Usage Profile
- Display curves in the Activity Usage Profile
- Analyze earned value data using curves in the Activity Usage Profile
- Establish project budgets
- Establish spending plans
- Track budget changes
- Track and analyze budgets
- Establish funding sources
- Describe top-down estimating
- Add estimation weights to activities and WBS elements
- Perform top-down estimating
- Set up risk types
- Create a risk
- Calculate a risk's exposure values
- Analyze the impact of a risk
- Identify the four types of tracking layouts
- Navigate in a tracking layout
- Open a tracking layout
- Modify layouts
- Create new layouts
- Describe the business rules for auto compute actual
- Auto compute an activity
- Analyze the effect of auto compute actual on an activity
- Auto compute a resource
- Auto compute an expense

## **106-R**

- Describe resources and roles
- Describe resource security
- View the Resources window
- Create a resource via New Resource wizard
- View Resource Details
- Assign resource codes
- Define resource rates
- Create a role
- Add information in Roles dialog box
- View the Resources window
- Assign cost accounts to resource assignments
- Assign cost accounts to expenses
- Analyze resource usage using Resource Usage Profile
- Analyze resource usage using Resource Usage Spreadsheet
- Compare staffed vs. unstaffed role allocation
- Identify sections in the Resource Assignments window
- Use the Resource Assignments window to view and edit resource allocation
- Select data to display in the Resource Usage Spreadsheet
- Case Study 1: Assigning and Analyzing
- Assign resource lag and duration to resource assignments
- View and assign resource curves to manually spread allocation
- View future period bucket planning

- Edit future period buckets for a resource assignment
- Track manual curves in the project
- Define resource leveling
- Set resource leveling options
- Level a project to resolve resource conflicts
- Analyze the effects of resource leveling
- Level based on activity and project priorities Course Objectives
- Display financial periods as columns
- Store past period performance
- Describe reporting methods
- Run a resource report
- Create a resource report with the Report wizard
- Create a report using the current layout

## **Course 101: Project Management in P6 Web**

Provides hands-on training for Primavera's Web-based solution. Participants will create a project, create activities and relationships, customize activity views, assign resources, adjust the project plan to account for schedule delays and over allocated resources, and analyze portfolios. Participants also will customize dashboards. Hands-on workshops help students create and track an entire project to completion.

<b>Product</b>	: <b>Project Management in P6 Web</b>
<b>Duration</b>	: <b>5 days x 4 hours</b>
<b>Audience</b>	: <b>Program Manager, Project Managers</b>
<b>Prerequisite</b>	: <b>Fundamental project management training, knowledge of MS Windows.</b>
<b>PDU's &amp; CEUs</b>	: <b>Earns 19.5 PDUs and 1.95 CEUs</b>

### **OUTCOME**

---

- o Customize Personal and Project workspaces
- o Manage a project from creation through initiation
- o Analyze project schedule and assess resource overall location
- o View and approve timesheets from project resources
- o Collaborate with project team members

### **AT THE COMPLETION OF THIS COURSE THE STUDENT WILL BE ABLE TO:**

---

- o Describe Primavera modules
- o Customize Personal Workspace
- o Describe the Project Management Life Cycle
- o Describe Enterprise Project Structure and Work Breakdown Structure
- o Create a project
- o Customize the Project Workspace and Workgroup
- o Create a Work Breakdown Structure
- o Add activities
- o Create relationships
- o Schedule the project
- o Assign constraints
- o Assign resources
- o Optimize, execute, and analyze the project plan
- o Initiate a project request
- o Manage documents
- o Creating and analyzing portfolios

### **OUTLINES**

---

- o Introduction
- o Describe Primavera solutions
- o Describe P6
- o Review the relationship between Primavera and the Project Management Life Cycle
- o Identify the five process groups in the Project Management Life Cycle
- o Log in to P6 Web
- o Navigate to sections
- o Locate Action bars
- o Create a project
- o Select a location in the Enterprise Project Structure
- o Assign a Responsible Manager from the Organizational Breakdown Structure
- o Select a project in the EPS
- o View Project Details
- o Enter project data in the Details tabs
- o Creating a Work Breakdown Structure
- o Describe a WBS
- o Create multiple levels of a WBS hierarchy

- Describe activity types
- View activity information in the Activities tab
- Send an e-mail related to an activity
- Edit Activity Details
- Add steps to an activity
- Add a Notebook topic to an activity
- Assign an activity code
- Customize columns
- Filter data
- Group and sort activities
- Differentiate between four relationship types
- Create relationships in Activity Details
- Create relationships in the Gantt Chart
- Define key scheduling terms
- Perform a backward and forward pass
- Define Total Float and its impact on the schedule
- Schedule a project
- Describe loops and open ends
- Apply an overall deadline to a project
- Apply a constraint to an individual activity
- Add notebook topics to constrained activities
- Describe available constraint types
- Analyze schedule dates
- Shorten a project schedule
- Assign a role
- Fill a role assignment
- Request resources
- Assign a resource
- Check resource availability
- Send e-mails to assigned resources
- Describe the Project Workspace
- Add and remove port lets
- Customize the Project Workspace
- Analyze and remove resource over allocation
- Analyze project costs
- Add a baseline
- Select a baseline
- Describe several methods for updating the project schedule
- Define the data date
- Compare Must Finish By and Scheduled Finish dates
- View issues
- View schedule performance
- Adjust the project based on issue information
- View budget data
- Assign reports to the Project Reports port let
- Schedule reports
- View scheduled reports
- Create a dashboard
- Add and remove dashboards
- Filter data to display in port lets
- View your projects and activities
- Create a portfolio manually
- Create a portfolio by filter

## **Course 107: Resource Management in P6 Web**

Provides hands-on training in P6 Web, focusing on resource management. Participants will gain a thorough background in the concepts of resource management by adding a resource to the enterprise resource pool; planning for resource needs in future projects; staffing resources on current projects; and managing resources to ensure they are fully utilized. Workshops provide an opportunity to apply new skills and functionality.

<b>Product</b>	: Resource Management in P6 Web
<b>Duration</b>	: 3 days x 4 hours
<b>Audience</b>	: Resource managers, project managers
<b>Prerequisite</b>	: Course 101 recommended but not required
<b>PDU's &amp; CEUs</b>	: Earns 10.0 PDUs and 0.10 CEUs

### **OUTCOME**

---

- o Add a resource to the resource pool
- o Plan resource needs at a high level
- o Create resource teams and role teams
- o Manage resource allocation
- o Staff resource requests

### **AT THE COMPLETION OF THIS COURSE THE STUDENT WILL BE ABLE TO:**

---

- o Navigate in Primavera
- o Customize the Personal Workspace
- o Administer the Resource Pool
- o Modify Resource Details
- o Execute High-Level Resource Planning
- o Create a Resource Team
- o Create a Role Team
- o Manage Allocation in the Resource Usage View
- o Customize Allocation Data in the Resource Analysis View
- o Fill Unstaffed Assignments by Resource Search

### **OUTLINES**

---

- o Introduction to Primavera
- o Describe Primavera solutions
- o Describe P6
- o Log in to P6 Web
- o Navigate to sections
- o Locate Action bar
- o View dashboards
- o Customize dashboards
- o Filter data to display in portlets
- o Add a resource
- o Place the resource in the Resource dictionary
- o Prepare the resource to report time in timesheets
- o Assign roles
- o Assign resource codes
- o Specify Max Units/Time and Price/Unit
- o Create a resource team
- o View a resource team on the Resource Team Summary portlet in a dashboard
- o Create a role team
- o View a role team in the Open Requests for Resources portlet on a dashboard
- o Assign resources at the project or WBS level
- o View the implications of committed and non-committed assignments
- o Spread resource allocation across the life of the project
- o Split resource allocation
- o Allocate based on percentage

- View options for including assignments made in the Plan Resources view in other allocation-related views in Primavera
- Use the Resource Team Summary portlet to view allocation
- Use the Usage tab to analyze units and costs
- View projects and activities causing resource over allocation
- Display enhanced charts to analyze allocation in the Analysis tab
- Group and filter data in the Analysis tab
- Use the Open Requests for Resources portlet to assess staffing needs
- Fill an unstaffed role assignment
- Staff a resource request by searching for the most qualified resource
- Use the Usage tab to analyze role allocation and costs

## **P3-601: Planning & Scheduling with P3**

Getting started with P3 through hands-on, basic training. Participants will gain a thorough background in the concepts of planning and scheduling while learning P3. This course leads you through nine hands-on workshops that create and track an entire project to completion, using the three basic elements of project management: schedule, resources, and costs. Scheduling techniques will be covered.

<b>Product</b>	: Primavera Project Planner (P3)
<b>Duration</b>	: 5 days x 4 hours
<b>Audience</b>	: Planners and Schedulers (New Primavera Project Planner users)
<b>Prerequisite</b>	: Working knowledge of Windows™
<b>PDU's &amp; CEUs</b>	: Earns 19.5 PDUs and 1.95 CEUs

### **OUTCOME**

---

- o Create a project with activities and resources
- o Calculate a schedule

### **AT THE COMPLETION OF THIS COURSE THE TRAINEE WILL BE ABLE TO:**

---

- o Define the project and coding structures
- o Assign resources and costs to a project
- o Add and organize activity data
- o Create target schedule
- o Develop a project network with precedence relationships
- o Enter stat using data to update a schedule
- o Perform schedule calculations · Store period performance
- o Apply constraints to a schedule · Produce project output
- o Customize the project layout

### **OUTLINES**

---

- o Fundamentals of Project Management
- o Establishing the Project & Coding Structures
- o Defining Calendars
- o Adding and Organizing Activities
- o Relationships
- o Scheduling
- o Applying Constraints to a Schedule
- o Customizing the Layout
- o Managing Resources & Costs
- o Creating the Target Plan
- o Updating the Current Schedule
- o Producing Effective Output

### **WORKSHOPS**

---

- o Creating the Activity Codes Dictionary
- o Defining Calendars
- o Adding Activities
- o Adding Relationships
- o Calculating a Schedule
- o Applying Constraints
- o Modifying the Activity Table
- o Defining Resources and Cost Accounts
- o Assigning Resources and Costs to Activities
- o Shortening the Schedule
- o Stat using Your Project

## **P3-602: Resource & Cost Analysis with P3**

(This course is taken with course P3-603)

This course will enable you to take full advantage of driving resources, resource curves, hierarchical resources, resource profiles/tables and resource leveling. Learn resource calendars for planning and control and Rich Text Format reports for status reporting. Participants will develop, update, and track resources and costs using a series of hands-on workshops.

<b>Product</b>	:	<b>Primavera Project Planner (P3)</b>
<b>Duration</b>	:	<b>2 days x 4 hours</b>
<b>Audience</b>	:	<b>Planners, Schedulers, Resource Managers and existing P3 users</b>
<b>Prerequisite</b>	:	<b>Course P3-601</b>
<b>PDU's &amp; CEUs</b>	:	<b>Earns 6.5 PDUs and 0.65 CEUs</b>

### **OUTCOME**

---

- o Analyze resource/cost data in projects
- o Determine resource allocation through leveling

### **AT THE COMPLETION OF THIS COURSE THE TRAINEE WILL BE ABLE TO:**

---

- o Analyze resource usage through resource profiles
- o Assign hierarchical resources
- o Define driving resources
- o Create resource/cost curves
- o Run resource/cost reports
- o Apply resource calendars to a schedule
- o Level resources

### **OUTLINES**

---

#### *☞ Controlling and Managing Resources*

- o Organize activities into groups according to resource
- o Use resource profile/tables for "What-if" analysis
- o Define hierarchical and driving resources
- o Assign resource lag and duration to activities
- o Define linear and nonlinear resource
- o Use reports to review resource/cost allocation

#### *☞ Resource Calendars*

- o Create resource calendars
- o Define task, independent, and meeting activities
- o Assign driving resources to different activity types

#### *☞ Resource Leveling*

- o Creating the Activity Codes Dictionary
- o Defining Calendars
- o Adding Activities
- o Adding Relationships
- o Calculating a Schedule

### **WORKSHOPS**

---

- o Assigning Resources
- o Managing Resources
- o Using Resource Calendars
- o Using Leveling for Resource Analysis

## **P3-603: Managing Project Data with (P3)**

(This course is taken with course P3-602)

This two-day hands-on training course will take you beyond the fundamentals of scheduling a project by transferring project data through copy and paste, storing and retrieving fragments, and using import and export. In addition, global change, and custom data items will be used to modify activity data. Learn to enhance your presentation by including objects and symbols and post this information on your company intranet using the Web Publishing Wizard. You will become proficient at using the power of P3 for maximum project control.

**Product** : Primavera Project Planner (P3)  
**Duration** : 1 days x 4 hours  
**Audience** : Planners, Schedulers, Resource Managers and existing P3 users  
**Prerequisite** : Course P3-601  
**PDU's & CEUs** : Earns 6.5 PDUs and 0.65 CEUs

### **OUTCOME**

---

- o Create a project with advanced P3 functionality
- o Construct Global Change formulas

### **AT THE COMPLETION OF THIS COURSE THE TRAINEE WILL BE ABLE TO:**

---

- o Create a project group
- o Store and retrieve fragments
- o Copy and paste data between projects
- o Alter schedule logic in PERT
- o Export/Import data to a spreadsheet and other formats
- o Define and assign custom data items
- o Modify project data through global change
- o Use Primavera Draw
- o Attach objects to activities
- o Link objects to the layout
- o Utilize "Fit to page" printing in PERT
- o Display P3 data in Metafile format
- o Create Intranet web pages using the Web Publishing Wizard

### **OUTLINES**

---

#### Building a Project

- o Create a project group
- o Store and retrieve fragments
- o Copy and paste data between projects
- o Export/Import project data

#### Customizing Project Data

- o Define and assign custom data items
- o Modify project data through global change
- o Use string functions to alter activity information
- o Assign resources through global change

#### Enhancing Layouts for Presentations

- o Format the Activity box ends and relationship lines
- o Access Primavera Draw
- o Insert a symbol and text in the layout
- o Attach objects to activities
- o Use the "Best fit" print option
- o Display P3 data in Metafile format
- o Create HTML files from a layout
- o Create Intranet pages using the Web Publishing Wizard

### **WORKSHOPS**

---

- o Building a Project
- o Adding & Modifying Activity Data
- o Creating the Presentation

## **Course 201: Contract Manager Basic Course**

- Product** : Contract Manager Basic Course
- Duration** : 5 days x 4 hours
- Audience** : Contract and Project Administrators, Contract Managers, Project Controls Managers
- Prerequisite** : Functional knowledge of MS Windows and Internet Explorer

### **OUTCOME**

---

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

- o Create a Project
- o Develop a company directory
- o Track Drawings
- o Track Daily Reports
- o Prepare Meeting Minutes
- o Log and track submittal items
- o Document Issues
- o Track Costs and Contracts
- o Set up and status Payments Requisitions
- o Manage the change process
- o Use reports for analysis
- o Resolve Issues
- o Track safety documents

### **OUTLINES**

---

- o Introduction to Contract Manager
- o Creating the Company Directory
- o Create a Project
- o Tracking Drawings
- o Logging and Tracking Submittals
- o Documenting Project Issues
- o Recording Project Communications
- o Managing Project Costs
- o Awarding Procurement Items
- o Using Contracts, Purchase Orders, and Trends
- o Change Management
- o Payment Requisitions
- o Approval Process
- o Customizing Layouts

### **WORKSHOPS**

---

- o Creating Projects
- o Creating the Company Directory
- o Create and distribute contract drawings
- o Recording Meeting Minutes
- o Creating Daily Reports
- o Tracking and stat using Submittals
- o Creating letters
- o Producing RFIs and notices
- o Communicating Project Information
- o Working with the Project Center

## **Course 501: Primavera Pertmaster - Introduction to Project Risk Management**

This course provides hands-on training for Primavera's Risk Management solution. Participants will gain a thorough background in the basic concepts of risk management. This three-day class leads you through examples of specific risk modeling techniques and provides a lab-style workshop on the third day which provides for application of the learned techniques.

<b>Product</b>	<b>: Primavera Pertmaster - Introduction to Project Risk Management</b>
<b>Duration</b>	<b>: 5 days x 4 hours</b>
<b>Prerequisite</b>	<b>: Fundamental Project Management Training and a knowledge of Windows</b>
<b>PDU's &amp; CEUs</b>	<b>: Earns 19.5 PDUs and 1.95 CEUs</b>

### **OUTCOME**

---

- Apply a risk assessment to a project schedule, resources and costs
- Interpret, communicate and justify a risk analysis to the project team, management and stakeholders
- Use risk management to improve your project management, set targets and contingency, set corporate and customer expectations with confidence.

### **AT THE COMPLETION OF THIS COURSE THE STUDENT WILL BE ABLE TO:**

- Apply risk assessment to:
  - schedule activities
  - costs
- Use a Risk Register:
  - Identify risks
  - Assess risks qualitatively or quantitatively
  - Propose, evaluate and justify mitigation
  - Track planned mitigation with rest of the project
- Run a risk analysis
- Understand the results of a risk analysis

### **OUTLINES**

---

- Introduction to Primavera and Pertmaster
- Overview and Navigation
- Understanding Risk
- Schedule Review
- Pre-Analysis Check
- Applying Duration Uncertainty
- Task existence/Existence Probability
- Basic Probabilistic branching
- Advanced Probabilistic branching
- Risk Register
- Correlation

- Resource & cost uncertainty
- Analyse and Mitigate
- Workshop example(s)

## PROJECT MANAGEMENT COURSES

## **PM-001: Project Management Fundamentals**

Duration : 6 days x 3 hours

Audience : Personnel involved with managing any project in any sector

### **OUTCOME**

---

**At the completion of this course the trainee will be able to:**

- 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.

### **OUTLINES**

---

#### ■ **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 Projects**

#### ■ **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

## **PMP-01: PMP-Certification Exam Preparation**

**Duration** : 7 days x 6 hours

**Audience** : Personnel involved with managing any project in any sector

### **OUTCOME**

**At the completion of this course the trainee will be able to:**

- 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

### **OUTLINES**

#### **■ Project Management Framework**

- Definitions (Project / Project Management / Stakeholders / Triple constraints)
- Project Life Cycle
- Forms of Organizations
- Project Office
- Project Management Processes
- Project Management Knowledge Areas
- Related Endeavors
- Related Management Disciplines
- Summary and Review Questions

#### **■ 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

## ■ **Project Human Resource Management**

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

## ■ **Project Communication 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 of the Project Managers**

- Concept of Professional Responsibility
- What does the professional responsibility mean?
- Categories of Professional Responsibility
- Responsibilities to the Profession
- Responsibilities to Customers and the Public
- 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

(This course is a basic requirement before sitting to PMP Examination)

## **PMP-EXT: PMP-Extended Course**

**Duration** : 15 days x 6 hours (90 PDUs)

**Audience** : Personnel involved with managing any project in any sector

### **OUTCOME**

---

**At the completion of this course the trainee will be able to:**

- 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

### **OUTLINES**

---

#### **☞ 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**

**Duration** : 6 days x 6 hours (36 PDUs)

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

### **INTRODUCTION:**

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.



### **OUTCOME**

**At the completion of this course the trainee will be able to:**

- 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 an established maturity capability 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 responsibilities of PMO

### **COURSE OUTLINES**

#### **1—Introduction and Definitions**

- 1.1 What is a Program?
- 1.2 What is Program Management?
- 1.3 The Relationship between Program Management and Portfolio Management
- 1.4 The Relationship between Program Management and Project Management
- 1.5 Program Management in Organizational Planning

#### **2—Program Life Cycle and Organization**

- 2.1 Program Life Cycle
- 2.2 Program Management Life Cycle Phases
  - 2.2.1 Program Governance across the Life Cycle
  - 2.2.2 Phase One: Pre-Program Set Up
  - 2.2.3 Phase Two: Program Set Up
  - 2.2.4 Phase Three: Establish Program Management and Technical Infrastructure
  - 2.2.5 Phase Four: Deliver the Benefits

## 2.2.6 Phase Five: Close the Program

### **3—Program Management Processes**

- 3.1 Themes in the Program Management Life Cycle
  - 3.1.1 Benefits Management
  - 3.1.2 Stakeholder Management
  - 3.1.3 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
- 3.9 Process Interactions

### **4—Program Management Tools and Techniques**

- 4.1 Expert Judgment
- 4.2 Meetings
- 4.3 Reviews
- 4.4 Policies and Procedures

### **5—Benefits Assurance and Sustainment**

### **6—Program Management Controls**

- A. Standards
- B. Policies and Procedures
- C. Program Plans
- D. Reviews
- E. Oversight
- F. Audits
- G. Contracts
- H. Directories and Distribution Lists
- I. Documentation
- J. Regulations

### **7— the Program Management Office**

- 6.1 The purpose of a PMO
- 6.2 Benefits of establishing a PMO
- 6.3 Key factors for PMO success
- 6.4. PMO project life cycle framework
- 5.5 Facilitating stakeholder buy-in for the PMO
- 5.6 The needs analysis and feasibility worksheet
- 5.7 PMO Organization
- 5.8 PMO Functions
- 5.9 PMO functions
- 5.10 PMO staffing, roles and responsibilities
- 5.11 PMO Planning and Implementation
  - a. Creating the PMO charter
  - b. Assigning the PMO manager
  - c. Integrating applicable organizational policies
  - d. Establishing project manager qualifications
  - e. Developing project classification guidance
  - f. Establishing PMO processes and procedures
  - g. Creating an organizational change management plan

## **CR-01: Cost Risk Analysis**

**Duration** : 5 days x 4 hours

**Audience** : Personnel involved with managing project risks

### **Learning Objectives:**

- 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 Contents:**

#### **1- Introduction:**

- Project Cost Management Concepts
- Project Risk Management Concepts

#### **2- Quantitative Risk Management Analysis:**

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

#### **3- Objectives of a Project Cost Risk Analysis**

#### **4- 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?

#### **5- Correlation between Project Element Costs:**

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

#### **6- Responding to Cost Risks:**

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

#### **7- Integrated Project Cost and Schedule Risk Analysis**

#### **8- Overview of some Project Risk Management Software (Case Study)**

#### **9- Summary and Discussions**

## **CE-700: 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.

**Duration** : 6 day x 4 hours

**Audience** : Project Managers, Planning Engineers

### **OUTCOME**

---

**Upon successful completion of this course, participants will be able to:**

- 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

### **OUTLINES**

---

- 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

## **CE-701: 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.

**Duration** : 5 day x 4 hours

**Audience** : Project Managers, Planning Engineers, Control Engineer

### **OUTCOME**

---

**Upon successful completion of this course, participants will be able to:**

- 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

### **OUTLINES**

---

- 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

## **CE-702: 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.

**Duration** : 5 day x 4 hours

**Audience** : Costing and control Engineers

### **OUTCOME**

**Upon successful completion of this course, participants will be able to:**

- 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

### **OUTLINES**

- 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

## COURSE REGISTRATION

## طلب التسجيل

Please register me to the following training program(s):

الرجاء تسجيل أسمى لحضور البرامج التالية:

Program#: ----- رقم البرنامج: -----

Course Name: ----- أسم البرنامج: -----

Program#: ----- رقم البرنامج: -----

Course Name: ----- أسم البرنامج: -----

### MY CONTACT INFORMATION:

### البيانات الشخصية:

Name: ----- الأسم: -----

Job Title: ----- المسمى الوظيفي: -----

Employer: ----- أسم الشركة: -----

Telephone No: ----- التليفون: ----- الفاكس: -----

Mobile: ----- موبايل: -----

Email: ----- البريد الإلكتروني: -----

P.O.Box: ----- العنوان البريدي: -----

City: ----- Country: ----- المدينة: ----- البلد: -----

### Send Me More Information's

### للحصول على مزيد من المعلومات التسجيل

- Please Send Me More Information about Future Course by Mail
- Please Contact Me for in-House training Programs
- Please Send package to the following Person(s):-

الرجاء إرسال المزيد من المعلومات عن البرامج المستقبلية بالبريد

الرجاء الإتصال بنا بخصوص الدورات التعاقدية

الرجاء إرسال مجموعه أخرى إلى :-

For registration or more information, please feel free to contact us:

- ☞ Tel : +202-25240508 Mob : +2016-8801506
- ☞ Fax : +202-25258015
- ☞ Email : [hsaid@promastar.com](mailto:hsaid@promastar.com)  
: [mfawzy@promastar.com](mailto:mfawzy@promastar.com)
- ☞ Web : [www.promastar.com](http://www.promastar.com)

