



جمعية المهندسين البحرينية - مركز التدريب  
Bahrain Society of Engineers - TRAINING CENTRE



**TRAINING WORKSHOP**

# **BASIC PROJECT MANAGEMENT**

**25-28 March 2019**

**8.00 am - 2.00 pm**

**Manama - Kingdom of Bahrain**



*QQA Seal of Recognitions*

**Course Fee: BD 100**

**For registration & inquiries**

**Tel: (973) 17-810 725 / 17-727 100/ Fax: (973) 17-827475**

**Email: [bsetraining@batelco.com.bh](mailto:bsetraining@batelco.com.bh)**

**Website: [www.mohandis.org](http://www.mohandis.org)**

## Introduction

All projects are endeavors undertaken to create unique products or services. Such projects are undertaken at all levels in every organization. Because every project involves different challenges and inherent risks, these projects require a special kind of Management. Project Management has become an important Management tool and proven Methodology for clients for effective planning, executing, and monitoring & control of project cost, time, and quality in order to deliver successful projects for its customers and end users.

## Objectives

- Understand the dynamic environment of project management.
- Manage your projects from initiation to termination.
- Learn how to use the different project management tools in your work environment.
- Develop project management skills essential for today's organization survival.
- Schedule your projects within certain constraints.
- Control the project's cash flow and resource.
- Identify risks in projects and mitigates it

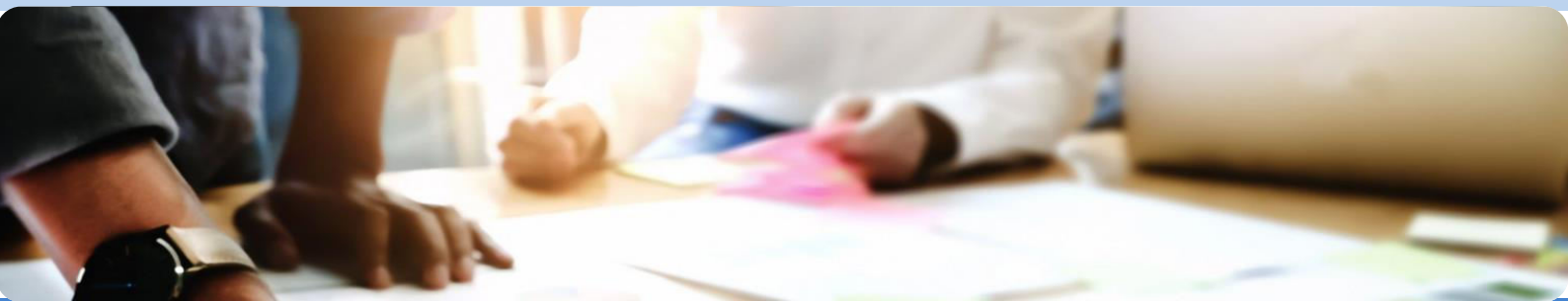


## Course Methodology:

Customized training manual and classroom lecture presentation with exercises. This seminar is interactive, allowing for active participation and skills practice during sessions. There will be assessments, case studies, practical assignments and group discussions.

## Who should attend?

Engineers, Project Managers and program Managers who are or will be involved in the areas of engineering, production, data processing, research and development, construction, corporate planning, finance and marketing. This course is of particular importance to engineers, executives, managers and supervisors in government and industry who are concerned with effectively managing ventures and projects where cost, schedule and performance of programs must meet rigid requirements.



## Trainer:

**Eng. Yousif Amin** is a freelancer project management, consultant and knowledge management trainer. Eng. Yousif holds a Bachelor's Degree in Electronics Engineering and two post graduate degrees in Telecommunication and Software Systems from England. He is a Project Management Professional (PMP) certified by Project Management Institute "PMI". With over 30 years of experience in managing with several private companies and Ministries in Bahrain as Development Engineer managing state of art projects and as Broadband Network Manager. At present, he is dedicated in managing projects, research studies and delivering training.



# Outline

## **Part 1:**

- Why project management?
- The integrated complete project management concept
- Phases of project management
- Project life cycle
- Management life cycle
- Initiating a project
- Important consideration in project's failure

## **Part 3:**

- Project scheduling
- Gantt chart
- The network logic
- Arrow diagramming method
- Precedence diagramming method
- Program evaluation & review technique
- Start and finish dates
- The critical path
- Project duration
- How to effectively utilize floats in project management
- Case study

## **Part 5:**

- Communication and control
- Reporting
- Project control
- Risks, problems, identification of risks
- Management of risks during life cycle of projects
- Mitigation of risks
- Case study

## **Part 2:**

- Project feasibility study
- Project development
- Work breakdown structure
- The project activity list
- Case study

## **Part 4:**

- Identification of required resources
- Resource allocation
- Resource leveling
- The importance of resource allocation and leveling
- Time/cost tradeoff
- Case study



## ***Quality Procedure***

**Assessment:** All assessments will be conducted during the workshop. Assessment tasks consist of e.g: quizzes, practical discussions, case studies, role plays, on-site exercises, hands-on.

**Certificates:** Certificates will be awarded to the learners who pass in the assessments and completed at least 75% of the attendance report.

**Course Language:** English

**Progress Reports:** Progress and attendance reports linked to the specifications for the reporting period will be sent to the company for each learner. This report will list learner's progress and achievements with respect to the appropriate section of the syllabus, indicating the progress made towards the training objective.

# “BASIC PROJECT MANAGEMENT”

## REGISTRATION FORM

Name: .....

Organization: ..... Department: .....

Position: ..... Email: .....

Address: .....

Telephone: ..... Mobile: ..... Fax: .....

Course Title	Duration	Date & Venue	Time	Course Fee
Basic Project Management	4 Days	25-28 March 2019 Manama, Bahrain	8:00 am - 2:00 pm	BD 100

### Note:

- For Individual/ overseas, payment shall be received upon submission of the completed registration form.
- Registration shall be reconfirmed only once payment has been made prior to the course.
- No Show of participant/s during the course will be charged in full amount accordingly.
- Cancellation of participant/s shall be submitted in writing to BSE ten days (10 days) before the course.

### Method of payment:

- I will pay by Cash
- Invoice the Organization (Please attach the authorization/nomination letter)
- I enclose a Banker's Draft payable to Bahrain Society of Engineers-Training Centre
- Bank BIC: NBOBBHBM / IBAN: BH18 NBOB 0000 0099 0989 11
- National Bank of Bahrain-Manama Main Branch
- Please Debit to Amex: \_\_\_\_\_ Visa: \_\_\_\_\_ Master Card: \_\_\_\_\_

Card Number: ..... Expiry Date: .....

Card Holder's name and address (if different from above): .....

Signature..... Date: .....

### **Request for Special Needs/Disability Support: (if required)**

Nature of Disability: ..... Required Support: .....



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Please send this completed form to:

BSE-Training Centre, P. O. Box 835, Manama, Bahrain

Tel: +973 17-810725 or 17-727100, Fax: +973 17-827475 / Email: bsetraining@batelco.com.bh