



*Training Course:  
The Complete Course on Project Management*

*28 October - 8 November 2024  
Accra (Ghana)*

## Training Course: The Complete Course on Project Management

Training Course code: PC234667 From: 28 October - 8 November 2024 Venue: Accra (Ghana) - Training Course Fees: 9520 € Euro

### Introduction

This intensive 10-day course offers complete guidance for managing all types of projects that include the complexity of commercial and business relationships. The course explores how to ensure projects deliver outcomes that are client-focused, contractually appropriate and organizationally relevant.

This course covers key aspects of project definition, planning, control, and handover to ensure relevant quality within time, budget, and resource constraints. It explores in detail what a contract does and does not require each party to the contract to do, and the consequences for both parties of any failure. It also tackles team leadership, stakeholder management, and project communication.

This course will feature:

- Introduction to the world of contracts and project management
- Project definition, planning & control, leadership, stakeholder management & communication
- Differences in approach between different legal & contracting systems
- Risk allocation in contract management & dispute resolution in contractual disputes
- Protecting your company's interests when contracting in an international context

### Course Objectives of The Complete Course on Project Management

- Develop project plans focused on delivering sustainable benefits
- Lead project teams in the use of contracts and delivery of projects
- Manage relationships with project stakeholders and contractual partners
- Improve their understanding of the role of contracts within a business
- Apply the latest international thinking in dispute resolution

### Target Audience The Complete Course on Project Management

- Planning theory and application
- Risk analysis & management
- Cost estimating
- Budgeting
- Performance management
- Project progress reporting

### Course Outlines of The Complete Course on Project Management

#### Day One

What are contracts and how are they created?

- The need for contractual relationships

- What is needed to create a valid contract? Ingredients and formalities
- Authority and agency
- The tender process
- Alternative sourcing
- Making contracts enforceable - with particular emphasis on the international context

## Day Two

### The Structure of contracts

- Form of Agreement
- Hierarchy of Terms and Conditions
- Different contractual structures? Traditional and new
- Risk and Title ownership in international trade. When does it transfer?
- Notices and other formalities
- Which law and which courts?

## Day Three

### Collateral documents

- Securitising performance obligations
- Bonds and guarantees
- Parent company guarantees
- Letters of intent, comfort or awareness
- Insurance policies
- Assessing the need for financial security

## Day Four

### Change and variation

- Changes to Contract documents
- Assignment/Novation explained and distinguished
- Variation clauses and changes to the scope of work
- Claims - what they are, and how they arise
- Delay and disruption
- Force majeure

## Day Five

### Resolving Disputes

- Conflict avoidance and tiered dispute resolution clauses
- Negotiation
- Litigation
- Arbitration
- Mediation, ENE and new best practices in dispute resolution and management
- Final questions and review of course

## Day Six

## The World of Project Management

- What is a project?
- Mature project management
- Selecting projects to meet organizational goals
- Managing programmes and portfolios
- Uncertainty in project selection decisions
- Project data, information and knowledge management

## Day Seven

### Project Planning, Scheduling and Budgeting

- Strategic, tactical and operational planning
- The contents of a project plan
- Level of detail in scheduling
- Network logic and dependency analysis
- Project uncertainty and risk management
- Fundamentals of budgeting and cost control

## Day Eight

### Project Resourcing, Monitoring and Control

- Resource allocation
- Expediting a project
- The Critical Chain approach
- Designing the monitoring cycle
- Performance indicators and control mechanisms
- Designing the change control system

## Day Nine

### The Project Manager's Roles and Responsibilities

- Selection of the Project Manager
- Project Team-building and empowerment
- Delegating with confidence
- Communication within the project team
- Project team leadership
- Conflict handling

## Day Ten

### Project Evaluation, Reporting, Closure, and Hand-over

- Evaluation criteria and project auditing
- Analysing project performance
- Progress reports and records
- Determinants of project success
- Successful project hand-over
- Lessons learned and creating learning culture



## Registration form on the Training Course: The Complete Course on Project Management

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Company Information

Company Name: .....  
 Address: .....  
 City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
- Please invoice me
- Please invoice my company

### Easy Ways To Register

Telephone:  
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provisionally reserve your  
place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
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to: Global Horizon  
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