



*Training Course:
Mastering Project Development*

25 - 29 May 2025

Cairo (Egypt)

Holiday Inn & Suites Cairo Maadi, an IHG Hotel

Training Course: Mastering Project Development

Training Course code: SC235395 From: 25 - 29 May 2025 Venue: Cairo (Egypt) - Holiday Inn & Suites Cairo Maadi, an IHG Hotel Training Course Fees: 3875 € Euro

Introduction

Welcome to the Project Development Training Program! This comprehensive program is designed to equip participants with the essential skills and knowledge required to effectively develop, manage, and execute projects. Whether you are new to project management or looking to enhance your existing skills, this training will provide you with the tools and techniques to ensure successful project outcomes.

Target Audience

This training program is ideal for:

- Aspiring project managers
- Current project managers seeking to enhance their skills
- Team leaders and members involved in project work
- Professionals in any industry who are responsible for planning and executing projects
- Anyone interested in gaining a deeper understanding of project management

Objectives

By the end of this training program, participants will be able to:

- Understand the fundamentals of project management.
- Develop comprehensive project plans.
- Effectively manage project resources and stakeholders.
- Utilize various project management tools and techniques.
- Monitor and control project progress to ensure successful completion.
- Identify and mitigate potential project risks.
- Deliver projects on time, within scope, and on budget.

Outlines:

Day 1: Introduction to Project Management

Welcome and Introductions

- Overview of Project Management:
 - Definition and importance of project management
 - Project life cycle and phases
- Project Management Framework:
 - Key concepts and terminology
 - Project constraints: Scope, Time, Cost, Quality

Project Initiation

- Identifying project stakeholders
- Developing project charters
- Workshop: Creating a Project Charter
 - Hands-on activity to create a project charter for a sample project

Day 2: Project Planning

- Project Scope Management:
 - Defining project scope
 - Creating a Work Breakdown Structure WBS
- Time Management:
 - Developing a project schedule
 - Tools for scheduling: Gantt charts, Critical Path Method CPM
- Cost Management:
 - Estimating project costs
 - Budgeting and cost control
- Workshop: Project Planning:
 - Creating a WBS and project schedule for a sample project

Day 3: Resource and Stakeholder Management

- Resource Management
 - Identifying and allocating resources
 - Managing project teams
- Stakeholder Management
 - Identifying stakeholders
 - Developing a stakeholder engagement plan
- Communication Management
 - Planning effective communication
 - Tools and techniques for communication
- Workshop: Resource and Stakeholder Planning
 - Creating a resource allocation and stakeholder engagement plan

Day 4: Risk Management and Quality Control

- Risk Management
 - Identifying project risks
 - Analyzing and prioritizing risks
- Risk Mitigation Strategies
 - Developing risk response plans
- Quality Management
 - Planning for quality
 - Tools and techniques for quality control
- Workshop: Risk and Quality Management
 - Developing a risk management and quality control plan

Day 5: Project Execution, Monitoring, and Closure

- Project Execution

- Directing and managing project work
- Implementing project plans
- Monitoring and Controlling Projects
 - Tracking project progress
 - Performance measurement and reporting
- Project Closure
 - Closing project phases
 - Delivering project outcomes

Registration form on the Training Course: Mastering Project Development

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

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- ☐ Please find enclosed a cheque made payable to Global Horizon
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