



*Training Course:
Project Management, Scheduling & Compliance*

*19 - 30 October 2026
Geneva (Switzerland)*

Training Course: Project Management, Scheduling & Compliance

Training Course code: PC4091 From: 19 - 30 October 2026 Venue: Geneva (Switzerland) - Training Course Fees: 9550 € Euro

Introduction

This program covers the full project life cycle and integrates best practices from the **PMBOK® Guide**. Participants learn to establish project goals aligned with stakeholder needs, use proven project management tools, and proactively manage risks. The program emphasizes both technical [hard] and leadership [soft] skills necessary for effective project delivery, cost control, scheduling, and compliance.

Course Objectives

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

- Establish project goals and objectives directly linked to stakeholders' needs
- Develop and use work breakdown structures WBS
- Define realistic and measurable objectives to ensure successful outcomes
- Estimate project durations, resources, and costs using proven techniques
- Establish a project control system and monitor progress
- Identify, evaluate, and manage project risks using a step-by-step approach
- Recognize threats and opportunities and assess their impact on the project
- Overcome psychological barriers to risk in stakeholders

Target Audience

- Project Managers
- Project Team Members
- Project Controllers and Planners
- Functional Managers involved in projects
- Senior Management overseeing projects
- Any professional seeking to enhance project management, scheduling, and compliance skills

Course Outlines 10 Days

Day 1 - Foundations of Project Management

- Nature of projects and project management
- Project, program, and portfolio management
- Strategic planning to project execution
- Project life cycle and triple constraints

- Managing project risks and stakeholders
- Hard skills vs. soft skills of project management
- PMBOK® overview and project management maturity
- Project organization structure and PMO concept
- Basic contract types and planning-control cycle

Day 2 - Project Initiation & Chartering

- Project Charter creation
- Stakeholder identification and analysis
- Defining project mission, vision, goals, and objectives
- Scope definition, requirements gathering
- Procurement planning: make-or-buy decisions
- Organization Breakdown Structure OBS and Responsibility Assignment Matrix RAM

Day 3 - Project Planning & Work Breakdown Structure WBS

- Developing WBS and sequencing activities
- Estimating resources and durations
- Staffing and resource management plans
- Scheduling techniques and tools
- Estimating project costs and budgets
- Communication planning
- Quality planning

Day 4 - Risk Management Planning

- Definitions: certainty, risk, uncertainty
- Risk identification, assessment, and prioritization
- Qualitative and quantitative risk analysis
- Risk avoidance, mitigation, and contingency planning
- Risk tracking, reporting, and documentation
- Roles and responsibilities in risk management
- Risk management process flow and updates

Day 5 - Project Execution

- Directing and managing project execution
- Monitoring work performance information
- Managing project team and stakeholder expectations
- Project deliverables tracking
- Project control objectives and approach
- Integrated Earned Value Management EVM
- Integrated change control
- Quality assurance and quality control QA/QC
- Communication and documentation control
- Procurement administration

Day 6 - Advanced Scheduling & Resource Management

- Advanced scheduling techniques
- Critical Path Method CPM

- Resource allocation and leveling
- Time-cost trade-offs
- Lead/lag adjustments
- Schedule compression and fast-tracking
- Monitoring resource utilization and bottlenecks

Day 7 - Compliance & Legal Aspects in Projects

- Regulatory compliance requirements
- Contractual obligations and terms
- Health, safety, and environmental compliance
- Ethical and legal responsibilities of project managers
- Managing claims and disputes
- Compliance monitoring and reporting

Day 8 - Monitoring, Reporting & Control

- Project control systems and metrics
- Earned Value Management in practice
- Key performance indicators KPIs
- Variance analysis: cost, schedule, and quality
- Change request management and approvals
- Progress reporting and documentation

Day 9 - Project Quality & Performance Management

- Quality management planning
- QA/QC techniques and audits
- Performance measurement and evaluation
- Lessons learned documentation
- Corrective and preventive actions
- Continuous improvement processes

Day 10 - Project Closure & Post-Project Review

- Effective project closure steps
- Administrative and contractual closeout
- Final acceptance of deliverables
- Lessons learned and knowledge transfer
- Success celebration and project review
- Final discussion and feedback

Registration form on the Training Course: Project Management, Scheduling & Compliance

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

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3 Oudai street, Aldouki,
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