



**CERTIFIED
ASSOCIATE IN
PROJECT
MANAGEMENT
(CAPM)**

Workshop Overview

The course addresses how to identify, monitor, document and balance crucial information for the successful management of projects. It also covers the development of a baseline for the project that will allow the efficient compilation and the timely generation of performance comparisons. This is a highly interactive workshop that usually marks a milestone in the project management development roadmap. Participants will be required to develop a comprehensive project plan.

Learning Objectives

- Understand and Apply the Project Management Planning Framework
- Develop a Project Charter & Stakeholder Register
- Draft Project Planning Documents
- Practice newly-acquired project management skills
- Benchmark results against peers and get feedback from an expert in the field
- Produce a complete project plan based on realistic case studies

Course Outline

Introduction
Project Planning Framework
Brainstorming Project Ideas & Forming Project Groups
Project Charter
Stakeholder Register
Communication Plan
Requirements Documentation
WBS & WBS Dictionary
Activity List & Attributes
Project Schedule
Cost Estimates & Budget
Organizational Chart & RACI Matrix
Risk Management

Course Duration / Fees

23 Contact Hours - 3 Days / QR 1500

Workshop Format

Interactive sessions with many exercises, discussions and in classroom workshops

Intended Audience

The workshop is intended for all professionals practicing, studying and interested in project management principles including: Project Managers, Project Management Team Members, Planners, Schedulers, Senior Managers, Chief Executive Officers, Finance Managers, Human Resources Managers, Project Managers, Engineers, and Information Technology Managers.