

# € TRAINING

Comprehensive Project Management with  
Best Practices and Compliance



11 - 15 November 2024  
Baku (Azerbaijan)  
Holiday Inn Baku



# Comprehensive Project Management with Best Practices and Compliance

REF: P333 DATE: 11 - 15 November 2024 Venue: Baku (Azerbaijan) - Holiday Inn Baku Fee: 5830 Euro

## Introduction:

This program, based on PMBOK® Guide best practices, integrates industry standards and regulatory compliance to optimize project outcomes. Participants learn effective project management while ensuring legal and regulatory adherence.

## Program Objectives:

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

- Establish project goals and objectives directly linked to stakeholders' needs, ensuring alignment with project vision.
- Develop work breakdown structures to systematically organize project tasks and activities.
- Create realistic, measurable objectives to ensure favorable project outcomes and track progress effectively.
- Estimate project time and costs using reliable techniques to facilitate resource planning and budget management.
- Implement a project control system to monitor progress and mitigate risks, utilizing practical methodologies to address stakeholder concerns.

## Targeted Audience:

- Project managers and team leaders.
- Project planners and schedulers.
- Project coordinators and engineers.
- Construction managers and supervisors.
- Project control professionals.
- Compliance officers and Risk managers.
- Business analysts and consultants.

## Program Outlines:

Unit 1:

## The Nature of Projects and Project Management.

- Understanding Project/Program and Portfolio Management within strategic planning frameworks.
- Navigating from strategic planning to effective project management implementation.
- Balancing Management Criteria with Engineering Criteria for project success.
- Exploring the Project Life Cycle and its phases from initiation to closure.
- Managing the Triple Constraints of time, cost, and scope in project execution.
- Mitigating Project Risks and fostering stakeholder engagement throughout the project lifecycle.
- Embracing the multifaceted responsibilities of Project Managers and the supportive role of Senior Management in project delivery.

## Unit 2:

### Project Initiating, Planning, and Scheduling:

- Establishing the Project Charter and identifying key stakeholders.
- Understanding the importance of Planning and defining project objectives.
- Overviewing the Project Planning process and creating a comprehensive Project Plan.
- Developing the Mission, Vision, Goals, and Objectives of the project.
- Executing basic Project Planning steps including defining requirements and scope.
- Making procurement decisions and structuring the Work Breakdown Structure WBS.
- Sequencing activities, estimating resources, and costs, and planning for communication and quality assurance.

## Unit 3:

### Risk Management Planning & Control:

- Understanding Risk Management: Overview and Definitions.
- Defining Certainty, Risk, and Uncertainty in project contexts.
- Identifying Project Risks and the necessity of Risk Management.
- Exploring the primary aspects and planning process of Risk Management.
- Techniques for Risk Identification, Assessment, and Prioritization.

- Conducting Qualitative and Quantitative Risk Analysis.
- Developing Risk Avoidance and Contingency Plans.
- Implementing Risk Management Controls and tracking risk activities for effective evaluation and updates.

#### Unit 4:

##### Project Execution, Monitoring & Control:

- Directing and Managing Project Execution, including overseeing tasks and activities.
- Monitoring Work Performance Information to ensure progress aligns with project goals.
- Managing the Project Team to optimize productivity and collaboration.
- Addressing Stakeholder Expectations to maintain alignment with project objectives.
- Tracking Project Deliverables to ensure timely completion and quality standards.
- Implementing Project Control methodologies like Earned Value Management EVM for integrated control and change management.

#### Unit 5:

##### Project Closure:

- Effective Project Closure Plan and objectives.
- Administrative Closure.
- Contract Closure.
- Project Closure and Contract Closure Interaction.
- Lesson Learned.
- Post-Project Evaluation.
- Success Celebration.