

Effective Project Coordinator



PMI Talent Triangle

▲	Technical	24 PDUs
▲	Leadership	4 PDUs
▲	Strategic	2 PDUs

Pave the Road to Advancing your Career in Project Management and be an Effective Member of Project Management Teams

On This Course, You Will:

1. **Gain** solid understanding of global best practice in project management
2. **Apply** tools and techniques needed for effective project coordination
3. **Learn** how to monitor, evaluate, forecast and report project performance
4. **Determine** steps needed to enhance your project management career

Earn 30 PDUs from PMI

22 – 26 April 2018*

Dusit Thani Hotel, Dubai, UAE

30 September – 4 October 2018*

Sheraton Hotel, Mall of the Emirates, Dubai, UAE

OFFER

3 FOR 2

Save up to **\$1000**
by booking early!

Meet Your Expert Course Leader

Ashraf Kodari an independent management consultant, has a skill mix that combines solid technical knowledge with its applications in business context, in addition to excellent communication and presentation skills. Ashraf's experience was gained through multiple positions which were in the fields of utility operations, project management, training management, facility management, and health and safety in North America and the Middle East.

During his professional career, spanning over 26 years, Ashraf has spent 15 years in managing and sponsoring projects as well as programmes in different fields, including; utilities, training, construction, organisational engineering and IT. Ashraf transfers his knowledge and experience, while enhancing his own, through developing and delivering training, and learning from audiences across the world.

Ashraf's certificates include mechanical engineering, marine engineering, Systematic Approach to Training (SAT) instructor, course developer and training manager. He is also a certified PMP® by the Project Management Institute (PMI), and a Master of Project Management.

Read What Delegates Have Said About Ashraf's Previous Courses With Informa:

"Ashraf demonstrated great knowledge during the training which was evident through examples and workshops."

Mohamed Abdulbaqi, Training Manager, **SPIMACO**, UAE

"I found all the answers I was looking for."

Ahmed Rashad, Director of Projects, **Daem Real Estate Investment Co.**, KSA

"Ashraf has a very good way to transfer information to us."

AbdulAziz Alzahrani, Assistant Minerals Manager,
ALS Arabia, UAE

Course Overview

Project coordinators are an integral part of the project management world. They are the project managers' right hand on large projects, or they even manage smaller projects on their own. This course is designed to provide the current and prospective project coordinators with the essential knowledge and tools required to fulfill their role effectively.

Whether you are new to the project management field, or an experienced practitioner, this course is designed to help you gain a better understanding of the principles of project management, combined with hands-on exercises that enforce the principles. It also introduces the tools and techniques required to enhance your effectiveness.

The course can also be used to cover some of the knowledge required for those seeking certification in the project management field.

Who Should Attend

- Current project coordinators
- Team leaders and supervisors interfacing with projects
- Persons interested in entering the project management field
- Functional managers commonly interfacing with projects
- Administrative staff seeking understanding of the project coordinator role

Would you like to run this course in-house?

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Course Timings

Registration will commence at 08:00 on Day One. Course sessions will start promptly at 08:30 and finish at 14:30. There will be two breaks for refreshments and lunch will be served at the end of each day's sessions.

Course Outline

Day One

Introduction

- Project management overview
 - Project definition and management concepts
 - Project management governing bodies and global practice
 - The project management life cycle
 - Project initiation overview
 - The concept of stakeholders

Project Initiation

- Why are projects necessary
- Who is involved in project initiation
- The process of filtering and prioritising potential projects
- Initiation – Primary documents:
 - Business case
 - Project charter

Day Two

Project Planning

- The concept of planning
 - Setting achievable desired values
 - Planning relationship to the project baseline
- Project constraints
 - Why scope, cost and time are considered as the main project constraints
 - Other project constraints
- Project scope planning
 - Scope definition and scope statement
 - Scope change control process
 - The Work Breakdown Structure (WBS)
- Project time planning
 - Activity list
 - Types of time
 - Duration
 - Calendar time
 - Effort
 - Interruptible and contiguous activities

Day Three

Project Time Planning

- Project Network Diagram (PND)
 - Types of PND; PDM, ADM and GERT
- Estimating duration and resources
 - Estimating sources
 - Estimate precision

- The Critical Path (CP)
 - Definition and importance of the CP
 - Procedure to calculate the CP
 - Protecting the CP
- Determining the schedule
 - The difference between PND and the schedule
 - Common pitfalls when determining the schedule
 - Procedures to calculate the schedule
- Compressing the schedule
 - Fast tracking
 - Crashing

Day Four

Cost Planning

- Types of cost
- Estimating project cost

Introduction To Risk

- Principles of risk
- Risk identification
- Risk analysis
- Risk management strategy determination
- Risk management monitoring and execution
- Creating the project baseline
 - Combining schedule and cost plans
 - Creating the "S" curve

Other Project Aspects

- Project quality management
 - Quality planning
 - Quality assurance
 - Quality control
- Project risk management
 - Risk identification, planning and risk management execution
- Project communications, human resources and stakeholder management principles
- Project procurement management

Day Five

The Concept Of Value

- Introduction to Earned Value Management
 - Definition of PV, EV and AC
 - Calculating variances
 - Forecasting project performance
- Project performance reporting
- Project close out

Q/A Session And Course Closeout

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WAYS TO REGISTER

+971 4 335 2437

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Informa Middle East Ltd.
PO Box 9428, Dubai, UAE

customised training solutions

The in-house training division of Informa Middle East

SAVE UP TO 40%

If you have 6 or more people interested in attending, and would like to customise this training course to suit your team and business, contact our **Training Consultants** on **+971 4 407 2624** or email **cts@informa.com**.

Course	Course Fee Before 11 February 2018	Course Fee Before 18 March 2018	Final Fee
Effective Project Coordinator 22 – 26 April 2018* (BC7071)	US\$ 4,495	US\$ 4,995	US\$ 5,495

Course	Course Fee Before 22 July 2018	Course Fee Before 26 August 2018	Final Fee
Effective Project Coordinator 30 Sep – 4 Oct 2018* (BC7177)	US\$ 4,495	US\$ 4,995	US\$ 5,495

Pricing excludes 5% VAT, which will be charged where applicable

DISCOUNTS AVAILABLE FOR 2 OR MORE PEOPLE

CALL: +971 4 335 2483
E-MAIL: a.watts@informa.com

Course fees include documentation, luncheon and refreshments. Delegates who attend all sessions will receive a Certificate of Attendance.

All registrations are subject to our terms and conditions which are available at www.informa-mea.com/terms. Please read them as they include important information. By submitting your registration you agree to be bound by the terms and conditions in full.

Book and pay full fee for two colleagues and the third attends for FREE.

**Not applicable in conjunction with corporate discounts.*

**Payment to be settled before start of the course to avail the offer.*

**The 3 for 2 offer is valid on full price final fee registration only.*

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DELEGATE DETAILS

First Name: _____ Surname: _____

Job Title: _____

Company: _____

Address: _____

Postal Code: _____ Country: _____ City: _____

Tel: _____ Mobile: _____ Fax: _____

Email: _____

PAYMENTS

A confirmation letter and invoice will be sent upon receipt of your registration. Please note that full payment must be received prior to the event. Only those delegates whose fees have been paid in full will be admitted to the event.

AVOID VISA DELAYS – BOOK NOW

Delegates requiring visas should contact the hotel they wish to stay at directly, as soon as possible. Visas for non-GCC nationals may take several weeks to process.

CANCELLATION

- If you are unable to attend, a replacement delegate will be welcomed in your place. If you cancel your registration 57 days or more before the event, you will receive a refund minus a 10% cancellation fee (plus VAT where applicable). Cancellation after 56 days before the event or if you fail to attend the event will be 100% payable. All cancellations must be sent by email to register-mea@informa.com marked for the attention of Customer Services Cancellation.
- All registrations are subject to acceptance by Informa Middle East which will be confirmed to you in writing
- Due to unforeseen circumstances, Informa reserves the right to cancel the course, change the programme, alter the venue, speaker or topics
- For full details, please visit www.informa-mea.com/terms-and-conditions-for-delegates

BC7071/BC7177

EVENT VENUE

Dusit Thani Hotel, Dubai, UAE
Tel: +971 4 343 3333

Sheraton Hotel, Mall of the Emirates, Dubai, UAE
+971 4 377 2000

ACCOMMODATION DETAILS

We highly recommend you secure your room reservation at the earliest to avoid last minute inconvenience. You can contact the Hospitality Desk for assistance on:
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AA/MB

PROJECT MANAGEMENT/
ADMINISTRATION & SUPPORT

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