

Introduction

Throughout this course, the student shall embody a trial of an organization by applying several practical pieces of training in which the main administrative methods and techniques are used. Each project management practitioner must master these techniques to meet the competencies needed for the project manager following the individuals' competencies standard of IPMA, which is provided through the theoretical lectures. The training of this course includes "25" competencies whose outputs should be included by the student in his final report of the project. The training list comes as follow:

Number	Efficiency	Training	Time table
Introduction		Dividing students into teams (8- 10 maximum) in each group. 1.1.1 Develop Vision Statement 1.1.2 Develop Mission Statement 1.1.3 Develop and identify the objectives in a SMART model 1.1.4 Develop and identify the performance measurement indicators, Lead or Lag 1.1.5 Develop and prepare the project charter model 1.2.1 Develop an organizational structure for the teams and units of the project. 1.2.2 Identify the practical and scientific bases, adopted in developing the structure. 1.2.3 Identify the project's office model, most appropriate to manage the project, in addition to mentioning the reason.	1st week From 29/01/2022
1	Strategy		
2	Governance, Structure, and process		
1	Compliance, standards, and regulations	2.1.1 Design a check compliance model before delivering the project outputs. 2.1.2 Develop Check List model for the three stages of the project (Start- Plan- Achieve- Close) 2.2.1 Develop a stakeholder register and form groups for them. 2.2.2 Develop the two networks: (Strength/Interest) and (Influence/ Strength) 2.2.3 Use the logical diagrams for the register of the stakeholder.	2nd week: From 05/02/2022
2	Power And Interest		
3	Culture and Values		

			2.3.1 Identify the culture of the organization 2.3.2 Provide proposals of the organization’s values that can be adopted.	
1	Self-reflection and self-management		3.1.1 Specify “3” personal behaviors of the student that can influence the project. 3.1.2 Study such behaviors, identify their reasons, and how they can be eliminated 3.1.3 Conduct a self-professional assessment by using the SWOT model	3rd week: From 12/02/2022
2	Personal integrity and reliability			
3	Personal communication			
			3.2.1 Provide “3” behaviors that contradict moral integrity. 3.2.2 Analyze the financial, social, and technical influence, if any, of such behaviors on the works of the project and the relationships. 3.3.1 Prepare the register of the stakeholder. 3.3.2 Identify the personal communication and the effective communication 3.3.3 Identify the shapes, models, and channels of personal communication. 3.3.4 Establish the communication matrix. 3.3.5 Provide 3 wrong scenarios of communication. 3.3.6 Develop and prepare stakeholder assessment matrix	
1	Leadership		4.1.1 Describe and identify the leadership model, which is preferred to the project leadership. 4.1.2 Specify the reasons for which such a model is preferred. 4.1.3 Provide “5” proposals for the motivation methods that are compatible with the nature of the project. 4.2.1 Design RACI model for 3 administrative measures of the project. 4.3.1 Identify the conflict and crisis 4.3.2 Provide 3 expected scenarios of the conflict’s events in the project.	4th week: From 19/02/2022
2	Teamwork			
3	Conflict and crisis			

			4.3.3 Set the optimal strategies to deal with each conflict, and specify the reason for preference 4.3.4 Develop root Cause Analysis	
	1	Resourcefulness	5.1.1 Distribute the human resources on the functions. 5.1.2 Analyze the influence of conducting Crashing and Fast-tracking process	5 th week From 26/02/2022
	2	Negotiations	5.2.1 Develop general rules for the negotiation process. 5.2.2 Prepare 2 negotiation plans	
Delivering the first part of the project (50 marks)				6th week: From 05/03/2022 to 11/03/2022
	1	Project design	6.1.1 Identify the Triple constraint of the project. 6.1.2 Set up a list of the project success factors. 6.1.3 Develop and identify work breakdown structure.	7 th week: From 12/03/2022
	2	Requirements and objectives	6.2.1 Identify Requirement traceability matrix 6.2.2 Specify the methods used in requirement collection. 6.2.3 Develop the hierarchical structure of the objectives of the project	
	1	Scope	7.1.1 Develop, identify and prepare the scope statement. 7.1.2 Develop, identify and explain Scope creeping 7.1.3 Illustrate product analysis management.	8 th week: From 19/03/2022
	2	Time		
	3	Quality	7.2.1 Develop the functions list or the activities included in each work package in WBS 7.2.2 Illustrate the relationships between the activities 7.2.3 Develop the logical diagram of the project activities, and identify the critical path 7.2.4 Prepare Gantt chart and Milestones model. 7.3.1 Clarify Deming model for quality. 7.3.2 Develop the SIPOC model and Ishikawa for one of the issues of the project outputs.	

	1	Finance	8.1.1 Establish Cost Breakdown Structure, and the project balance by WBS.	9 th week: From 26/03/2022
	1	Resources	9.1.1 Explain the concept of Resource Leveling and Smoothing. 9.2.1 Develop the procurement execution process, and contractor selection. 9.3.1 Prepare agenda- Invitation and virtual record of a virtual meeting. 9.3.2 Identify performance measurement 9.3.3 Develop Change Request model	10 th week: From 05/04/2022
	2	Procurement		
	3	Plan and control		
	1	Risk and opportunities	10.1.1 Identify Risks (threats) and opportunities, and give examples. 10.1.2 Prepare Risk register. 10.1.3 Qualitative Risk Analysis 10.1.3 Specify Risk response strategies. 10.2.1 Prepare Stakeholder engagement assessment matrix.	11 th week: From 09/04/2022
	2	Stakeholder		
Final delivery of the project (50 marks)				12 th week from 16/04/2022 to 22/04/2022