

Preamble

Throughout this course, the student shall embody a trial of an organization by applying several practical trainings 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	Trainings	Time table
Introduction		Dividing students to teams (8- 10 maximum) in each group.	1st week From 4/9/2021 to 10/9/2021
1	Strategy (10 marks)	1. To form the mission 2. To form the vision 3. To develop and identify the objectives in a SMART model 4. To develop and identify the performance measurement indicators, Lead or Lag 5. To develop and prepare the project charter model	2nd week From 11/9/2021 to 17/9/2021 (10 marks)
2	Governance, structure and process	6- To develop an organizational structure for the teams and units of the project. 7. To identify the practical and scientific bases, which adopted in developing the structure. 8. To identify projects office model, most appropriate to manage the project, in addition to mentioning the reason	3rd week: From 18/9/2021 to 24/9/2021 (5 marks)
3	Compliance, standards and regulations	9. To design a check compliance model before delivering the project outputs. 10. To develop Check List model for the three stages of the project (Start- Plan- Achieve- Close)	
4	Power Interest And	11. To develop a stakeholder register and form groups for them. (Competency 8) 12. To develop the two networks: (Strength/Interest) and (Influence/ Strength)	4th week: From 25/9/2021 to 1/10/2021 (5 marks)

			13. To use the logical diagrams for the register of the stakeholder.	
5	Culture and Values		14. To identify the culture of the organization 15. To provide proposals of the organization values that can be adopted.	
6	Self-reflection and self- management		16. To specify "3" personal behaviors of the student that can influence on the project. 17. To study such behaviors, identify their reasons, and how they can be eliminated. 18. To conduct a self-professional assessment by using SWOT model	
7	Personal integrity and reliability		19. To provide "3" behaviors contradict the moral integrity. 20. To analyze the financial, social, and technical influence, if any, of such behaviors on the works of the project and the relationships.	
8	Personal communication		1. To prepare the register of the stakeholder. 2. To identify the personal communication and the effective communication.	5th week: From 2/10/2021 to 8/10/2021 (10 marks)
9			3. To identify the shapes, models, and channels of the personal communication. 4. To establish the communication matrix. 5. To provide 3 wrong scenarios of communication. 6. To develop and prepare stakeholder assessment matrix.	
10	Leadership		7. To describe and identify the leadership model, which is preferred to the project leadership. 8. To specify the reasons for which such model is preferred. 9. To provide "5" proposals for the motivation methods that are compatible with the nature of the project.	
11	Teamwork		10. To design RACI model for 3 administrative measures of the project.	
12	Conflict and crisis		11. To identify the conflict and crisis 12. To provide 3 expected scenarios of the conflicts events in the project. 13. To set the optimal strategies to deal with each conflict, and specify the reason of preference. 14. Root Cause Analysis	6th week: From 9/10/2021 to 15/10/2021 (10 marks)
13	Resourcefulness		15. To distribute the human resources on the functions.	
				7th week From 16/10/2021

			16. To analyze the influence of conducting Crashing and Fast-tracking process on the time table, in addition to representing the table after achieving the two measures.	to 22/10/2021 (10 marks)
14	Negotiations		17. To develop general rules for the negotiation process. 18. To prepare 2 negotiation plans	
			Delivering the first part of the project (50 marks)	8th week: From 24/10/2021 to 29/10/2021
15	Project design		19. To identify the Triple constraint of the project. 20. To set up a list of the project success factors. 21. To develop and identify work breakdown structure, in addition to prepare a guide to illustrate it.	9 th week: From 30/10/2021 to 5/11/2021 (10 marks)
16	Requirements and objectives		22. To identify Requirement traceability matrix 23. To specify the methods used in requirement collection. 24. To develop the hierarchical structure of the objectives of the project connected to the strategy.	
17	Scope		25. To develop, identify, and prepare the scope statement (Its limits- and objects that are not included) 26. To develop, identify, and explain the concepts: Scope creep and giving examples 27. To illustrate product analysis management. To illustrate the transformation of the work packages in Work Breakdown Structure to activities.	10 th week: From 6/11/2021 to 12/11/2021 (10 marks)
18	Time		29. To develop the functions list or the activities included in each work package in WBS 30. To illustrate the relationships between the activities 31. To develop the logical diagram of the project activities, and identify the critical path 32. To prepare Gantt chart and Milestones model.	
19	Quality		33. To clarify Deming model for quality. 34. To develop SIPOC model, and Ishikawa for one of the issues of the project outputs.	
20	Finance		35. To establish Cost Breakdown Structure, and the project balance in accordance with WBS.	11 th week: From 13/11/2021

			36. To calculate Earned Value Management of the project after ending of 20% of its period and completion of 50% of the outputs case-by-case basis.	To 19/11/2021 (10 marks)
21	Resources		37. To explain the concept of Resource Leveling and Smoothing. 38. To be trained on distributing the project resources of equipment and tools.	12th week: From 20/11/2021 to 26/11/2021 (10 marks)
22	Procurement		39. To develop the procurement execution process, and contractor selection.	
23	Plan and control		41. To prepare agenda- Invitation and virtual record of a virtual meeting. 42. To identify performance measurement course and submit reports, in addition to explaining the reason. 43. To develop Change Request model, including (impact analysis- alternatives analysis- recommendation)	13th week: From 17/11/2021 to 3/12/2021 (10 marks)
24	Risk and opportunities		44. To identify Risks (threats) and opportunities, and giving examples. 45. To prepare Risk register. 46. Qualitative Risk Analysis 47. To specify Risk response strategies.	
25	Stakeholder		48. To prepare Stakeholder engagement assessment matrix.	
Final deliver of the project (50 marks)				14th week from 4/12/2021 to 10/12/2021

