BIBF
معهد البحرين للدراسات المصرفية و المالية
BAHRAIN INSTITUTE OF BANKING AND FINANCE

ARABIAN GULF CHAPTER 1992
PMI®
معهد إدارة المشاريع – فرع الخليج العربي
Making project management indispensable for business results.®

UNDER THE PATRONAGE OF THE
CENTRAL BANK OF BAHRAIN

BAHRAIN INTERNATIONAL **PROJECT MANAGEMENT** CONVENTION

1st - 30th NOVEMBER 2016

Connect | Collaborate | Contribute

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PROJECT MANAGEMENT IS FOR EVERYONE

ABOUT THE BAHRAIN INTERNATIONAL PROJECT MANAGEMENT CONVENTION

The Bahrain International Project Management Convention is a unique month-long initiative organised by the BIBF and the Project Management Institute – Arabian Gulf Chapter (PMI – AGC) with the aim of enhancing human capital knowledge on the critical need for effective Project Management Skills.

This major initiative will include a series of training courses, workshops & fun-filled activities highlighting various topics related to the science and art of project management. It will be a great opportunity for personnel from across different industries positioned in any level of the organisation's hierarchy to learn and develop their skills, benefitting from a variety of leading industry experts.

At the end of this convention every candidate whether a company executive, employee or future entrepreneur, will learn the utmost importance of Project Management to organise chaos, anticipate potential risk, manage quality, integration and change, relate to people when applying their intuitive skills to different situations, deliver results, and above all, learn essential lessons from any project success and failure as that is the true key to business innovation and quality improvement for a good team player.

BENEFITS

01 Industry leading professional trainers will allow delegates to walk away with a broader understanding of Project Management skills & concepts.

02 Multiple rich topics in project management making the workshops relevant to your industry

03 Interactive ways to learn project management key concepts through fun team building games.

04 Networking with senior figures in the profession of Project Management across all sectors.

05 Opportunity to Earn up to 100 PDUs in one month (PMI Members)

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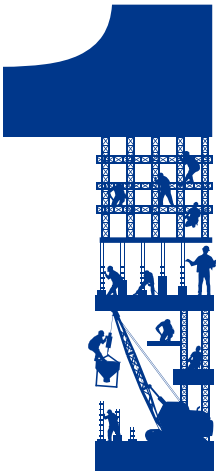


HIGHLIGHTS

Training Workshops

Over 30 Project Management workshops shall be delivered where participants will gain a broader understanding of this domain, and be equipped with the motivation to thrive in their current and upcoming projects.

Project Management Team Building Game

All registered participants to the Project Management Team Building Competition will have the added benefit of learning with hands-on experience and applying the various concepts learned in the classroom through a very entertaining activity. Teams from various organisation will be competing to assemble bicycles based on a specific criteria, and then apply the project management concepts learned in class to produce the final deliverables.

Project Management Institute (PMI) Professional Certifications

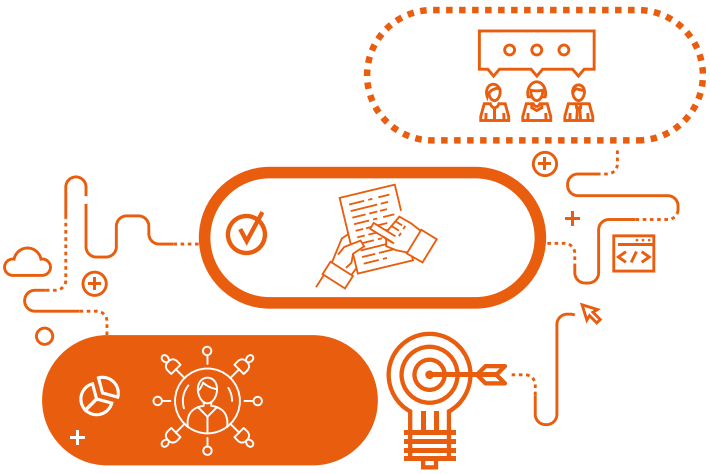
The BIBF offers a wide range of Project Management qualifications and training courses/workshops including the PMP, CAPM, PgMP, PMI-ACP, PMI-SP, etc. These qualifications and courses are run in partnership with the Project Management Institute (PMI) – the world's largest not-for-profit membership association for the project management profession. During this convention, we will offer the PMP & CAPM exam preparatory courses. Please refer to the full description in the Professional Certifications section.

BIBF's Global Reach

BIBF plays a vital role in the training and development of human capital in the Middle East and North Africa.

Our commitment to excellence has strengthened our position as the leading educational provider across all major business disciplines.

ACROSS
34
Countries
and counting...



We serve

As a partner to numerous world-class institutions; delivering thought leadership, assessment and training in the areas of Banking, Accounting & Finance, Assessment & Development, English & Business Communication, Human Resources, Information Technology, Insurance, Interpersonal Skills, Islamic Finance, Leadership & Management, Marketing, Sales & PR, and Project Management.

Resulting in a complete Business solution

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The Project Management Institute (PMI) is the world's largest not-for-profit membership association for the project management profession. PMI professional resources and research empower more than 700,000 members, credential holders and volunteers in nearly every country in the world to enhance their careers, improve their organisations' success and further mature the profession.

PMI's worldwide advocacy for project management is reinforced by PMI's globally recognised standards and certification programmes, extensive academic and market research programmes, chapters and communities of practice, and professional development opportunities.

For more information visit:

www.pmiagc.org

STRATEGIC PARTNER

تمكين
Tamkeen

Tamkeen is a semi-government organisation in Bahrain established in 2006 under Law Number (57) as part of the country's national reform initiatives, with the task of making the private sector as the key driver of sustainable economic development.

Underpinned by its 3 strategic pillars – enhancing quality, serving customers, and achieving results - the organisation provides an integrated range of programmes to create a solid foundation for a modern economy – such as SME financing, skills training, and entrepreneurship.

At the same time, these programmes address key challenges facing Bahrainis and businesses in the private sector at various stages of their development - from start-ups to mature companies, and from students to senior executives.

For more information visit:

www.tamkeen.bh

COMMUNICATIONS PARTNER

Batelco

Batelco is the leading digital solutions provider in the Kingdom of Bahrain. Batelco serves both the corporate and consumer markets in the most liberalised and competitive environment in the MENA region through the delivery of cutting-edge fixed and wireless telecommunications solutions.

For more information visit:

www.batelco.com

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BAHRAIN INSTITUTE OF BANKING AND FINANCE

Solveig Nicklos / BIBF Director

I am delighted to welcome you to the Bahrain International Project Management Convention under the theme of Connect, Collaborate, and Contribute. This year, we have a full month to celebrate the Project Management practice with a focus on connecting with the profession, collaborating with fellow project management peers, and contributing to the community.

Eng. Majeed Alqassab / President PMI-AGC Bahrain Branch

Our value as project professionals is defined by the ability to lead, inspire, persevere and consistently strive for excellence – not only for ourselves, but for our projects, clients, organisations and communities. This convention is your opportunity to capture excellence and ensure you can continue to integrate it into your daily role as a project leader.

Dr. Ahmed Al Shaikh / BIBF Deputy Director

We know that ongoing professional development plays a tremendous role in our success as project leaders. Amidst a current economic market comes exciting potential for growth and change that is undoubtedly right around the corner. While we manage current challenges, we need to be sharp, focused and ready to embrace what lies ahead – new projects, new opportunities, and new successes.

Eng. Abdul Nabi Al Sabah / Vice President PMI-AGC Bahrain Branch

This Convention is a great contribution to the efforts that are aimed at establishing long term project management capability in the country. The attendees to the convention will represent almost all sectors – both private and public, from telecommunications, construction, insurance, banking, oil and gas sectors to tourism and educational sectors. Looking into the future, we need to continue to work together and also do our best to ensure that this and other similar educational initiatives continue to benefit the nation by training highly skilled professionals for the country.

Ahmed Naeemi / BIBF Head of Operations, IT & Project Management

Our team has been working to make this the most comprehensive convention for Project Management in Bahrain. We've brought two top-tier Project Management gurus to deliver an exciting wide range of Project management topics and have deployed a talented team of trainers from Bahrain, contributing their expert knowledge on various topics in the field for the benefit of all. In order to make your convention experience as effective as possible, we've ensured that we cover various topics in Project Management, tailoring our programme to allow you to select the type of topic that's most relevant to your development needs.

PROJECT MANAGEMENT IS FOR EVERYONE

Speaker Profile

Ilango Vasudevan

PgMP, PMI-ACP, CSCP (APICS), TOGAF, MBCI (BCI), CISA (ISACA)

Consultant I Trainer I Coach I Mentor

Mr. Ilango leads a highly influential career in programme/ project management domains spanning two decades of international engagements. Ilango has worked for the two largest international consulting firms having led the PMO services and strategic projects. Ilango has authored a number of publications in the PMO Global and has made a number of presentations in the PMI global conference summits in the Gulf Region. Moreover, Mr.Ilango has led large scale international business and IT transformation projects with vast complexity and heavy budgets. These projects include PMO operations of high visibility government projects in India, Africa & USA.

Mr. Ilango has overall 5000 training hours in strategic project management, PMO coaching, and PMI examination preparation training. He is well known for his extensive knowledge in project management making him one of the best trainers in this field.

He delivered many of PMI credentials preparatory courses for leading international IT & consultancy firms with highly successful examination passing rates in PMI credentials in Bahrain and in the region. In addition, Ilango designed and delivered a number of PMI PDU courses focusing on specific project/program management strategy, performance and operations.

Osama A.Wahid, B.Eng. MPM PMP

Mr. Osama A.Wahid is a Canadian avid project management practitioner with more than 15 years of experience across multiple industries and projects including high profile mixed-use Real-Estate Development projects (Mag-Lev train project), Government Health Policies and training projects, Railroad Projects and construction management projects.

He has extensive experience in initiating, planning and executing projects with special focus on getting the scope right and scaling the project management tools to the project's size and needs.

Over the course of his career, Mr. Osama has held several positions where he continued to be involved in technical project management and operational planning and problem solving. He filled several positions that required thinking out-of-the-box and delivering project solutions that had set a bench-mark for quality delivery in the organisation where he worked.

He received several recognition awards and continues to promote project management best practices to organisations and project teams.

He discovered that he had a passion for training when one of the challenges that he was faced with was to develop a comprehensive training programme for pharmaceutical scientific experts with an extremely limited budget. This is when he led the design, development and delivery of a training programme that was successfully delivered to almost 150 participants.

Mr. Osama speaks, reads and writes Arabic, English and French and he received his Masters of Project Management from the Université du Québec en Outaouais in 2004 and attained his certification as a Project Management Professional in 2006.

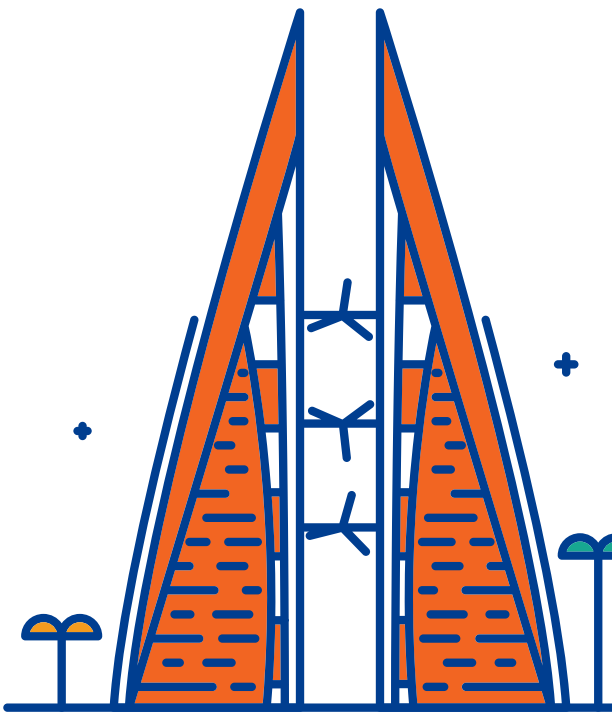
Yousif Faraj, MBA, CAPM, MBCI

Mr. Yousif Faraj is a senior lecturer in the BIBF with more than 17 years' experience in different banking and training industries. Prior to joining the BIBF, Yousif was an IT Projects Officer, Business Continuity Management (BMC) and Disaster Recovery Planning (DRP) Coordinator at the HSBC for 8 years. His prime responsibilities among others included the management of all IT projects which also comprised the preparation of the Periodic/Annual IT Plan and related Returns, along with the preparation of the Annual Technology Projects Plan.

Mr. Yousif carries with him extensive experience and knowledge in different areas of project management such as scheduling and project performance. He has completed more than 4000 training hours in this important field with other subjects developing numerous courses related to project management. Previously, he was an IT project manager for the HSBC Adliya branch, where his role was to initiate and plan all the IT related activities for the new branch.

Moreover, Mr. Yousif was also an IT project coordinator at the HSBC headquarters in Seef, and his responsibilities included the planning of all IT activities, including frequent liaison with the various vendors and stakeholders.

When overseeing the ICDL programme for the BIBF and Ministry of Labour in the capacity of the project manager for a period of two years, Mr. Yousif's main objective was to train 1000 unemployed individuals in ensuring they were ICDL certified. His core responsibility included initiating and managing the entire project charter with the Ministry of Labour in preparing the complete plan along with the project-related communication and risk management.



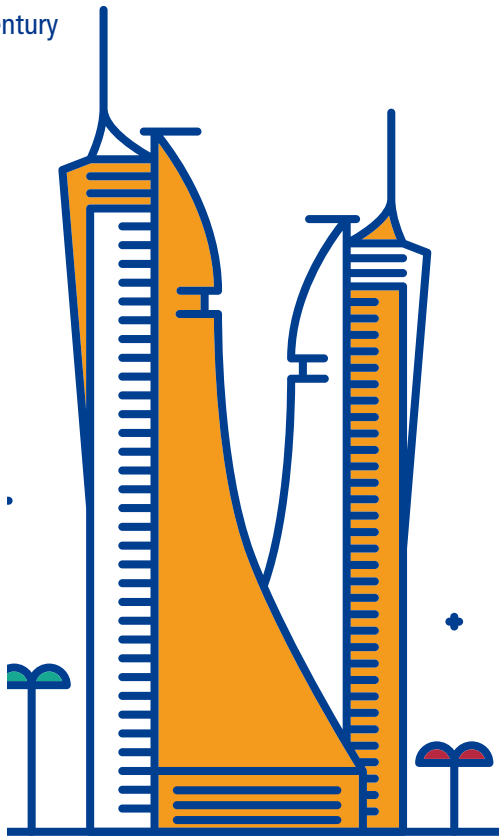
Sahar Albaharna, PMP, MBA.

An experienced project manager and corporate trainer. Mrs Sahar is the founder of Female Founders Middle East, a platform to support women-owned businesses and women freelancers in the Middle East region.

She obtained her MBA from IE Business School in Madrid with a specialization in Global Management. She has over eight years of experience in the technology industry where she managed projects in the telecom, financial services, and government sectors.

In 2009, she founded Humanex, a consulting company based in Bahrain, where she worked with companies in Bahrain and the GCC region to deliver customized workshops including women leadership workshops and conferences. Since 2014, she has facilitated Project Management courses in Australia and Bahrain.

She is a member of the Global Telecom Women's Network (GTWN) and contributed to the development of the organisation's third edition of The Mobile Century through work as Associate Editor.



ADVISORY COMMITTEE

BIBF

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PMI Arabian Gulf Chapter

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WHY PROJECT MANAGEMENT?

The answer to this thought-provoking question lies in today's challenge of doing more with less; that in itself requires a drastic shift in the way we manage and plan any project. To begin with, given the current global economic climate it is mandatory for employees to be equipped with the know-how to save costs with diverse projects, maximise profits in efficiently meeting various budget requirements, and enhance the overall quality of business services provided in the different sectors of the country.

Though a project may initially be a temporary endeavour undertaken to create a unique product, in the long run its service results in eminent operations to design and accomplish new goals. This applies to any field such as IT, construction, health services, manufacturing companies, financial institutions, oil & gas industries etc.

When the success of a project depends on effective planning, execution and control, it is crucial to also simultaneously balance the competing demands that come with it such as the costs involved, timeline, its future scope, quality, etc. While technical skills are core to the implementation of a project, every detail still requires specific skill sets in order to best meet a customer's satisfaction and manage stakeholder expectations. In today's unpredictable economy, a project manager must have the ability to plan, communicate, and integrate across different business units to be able to proactively deliver a wide variety of projects in a short timeframe.

For any corporate organisation, this is an indispensable field because the fundamental base of a core business strategy lies in the combination of the tactful planning and application of a project, foreseeing the risks it brings along, and successfully tackling each of them with logical solutions. Needless to say, the most outstanding corporations today always seek additional planning with management and leadership competencies that support all kinds of project delivery.

Having good project management skills does not mean that there won't be problems in handling tasks and the assurance of no surprises, or the total elimination of any risk factor. However, the value of good project management lies in the standard processes put in place to deal with all kinds of contingencies on a daily basis, thus leading to an improved work environment.

In fact, according to the Project Management Institute's 2016 Pulse of the Profession® report, there is a critical need for this specialty in order to produce better business outcomes, and with the uncertain market trends globally, organisations must switch their thought process to embrace project management as the single most strategic component that can boost the overall success rates of any particular trade or profession.

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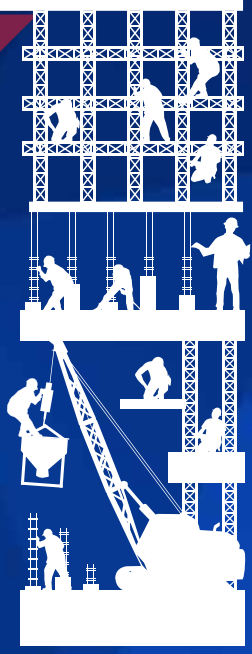

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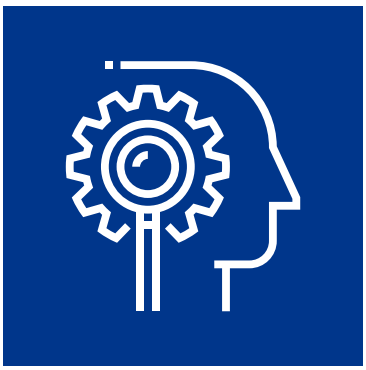
Project Management Essentials

Course Description

This course teaches participants the fundamentals of project management, the basic tools and techniques for developing a project plan, identifying the key elements of a project, defining the schedule and controlling the project using Earned Value Management ((EVM)).



Learning Objectives

- Define a project and project management
- Describe a project life cycle
- Communicate the roles and responsibilities of a project across the project life cycle
- Develop the basic requirements of a project
- Develop the project requirements document by using the project charter and work breakdown structure
- Design the project schedule by using a network diagram
- Initiate the project scope
- Assess the project against the baseline
- Evaluate a project by using the performance tools such as earned value management ((EVM))
- Close-out a project

Main Topics

- Introduction to project management
- Fundamentals of project initiation
- Fundamentals of project planning
- Fundamentals of project implementation
- Fundamentals of project control
- Fundamentals of project close-out

TRAINER: YOUSIF FARAJ

START DATE: 2/11/2016	**END DATE:** 3/11/2016
TIMINGS: 4:00PM - 9:00PM	**NO. OF HOURS:** 10
PDUs: 10	**FEES:** BD 150/-

"Being a Project Manager is like being an artist, you have the different coloured process streams combining into a work of art"

Mastering The Demand Side Of Projects

Course Description

Projects are performed as one time activity to meet a specific objective that can be strategic or operational in nature. The demand side of a project represents the purpose for which projects are initiated. The complexity of the demand side determines the project complexities. Understanding and managing the demand side and the stakeholders of the demand side represents the project management success criteria. The demand side possesses a high level of unique challenges and dynamism that architects the project management approach, processes and skills. The course is important for project resources that deal with the demand side stakeholders to define and design the project framework. Managing the demand side involves managing expectations, requirements and changes.

Learning Objectives

- Understand the demand perspective of projects
- Learn about the importance of strategy execution framework
- Learn to apply the priority evaluation method (Pugh method)
- Learn to develop a business case for a project
- Apply the right requirements with management method and conversion to scope
- Learn about the complexities of scope change control and processes to manage the same
- Understand how customers are involved in validating scope

Main Topics

The course topics are based on the good practices of project management as per international standards and leading publications/journals that have researched on the subject.

- Fundamentals of project planning
- Fundamentals of project implementation
- Fundamentals of project control
- Fundamentals of project close-out

"The first step in exceeding your customer's expectations is to know those expectations"

TRAINER: ILANGO VASUDEVAN

START DATE: 2/11/2016	END DATE: 3/11/2016
TIMINGS: 8:30AM - 1:30PM	NO. OF HOURS: 10
PDUs: 10	FEES: BD 150/-

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Lego Project Management – A Fun Way To Learn Project Management

Course Description

Applied project management and fun team simulation exercises serve as a highly efficient learning tool in translating Project Management theory and best practices into real-life applications and know-how.

Through this hands-on and fun project management course, participants will systematically experience the full project life cycle, from initiation to completion phase.

Using miniature LEGO® sets, participants will work in teams and develop key project management plans and documents, by leveraging acquired knowledge, applying essential tools and techniques to accurately translate requirements into successful project deliverables.

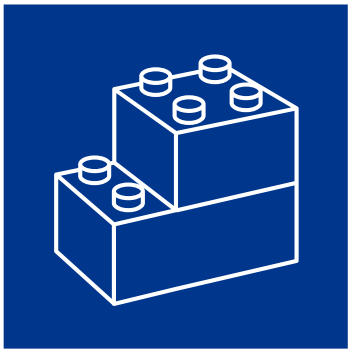
Using a combination of lecture, discussion, and team simulation exercises, participants will learn how a project is planned, managed and closed using the tools and techniques aligned with the best practices outlined in the Project Management Institute's (PMI)® Project Management Body of Knowledge (PMBOK® Guide).

Main Topics

- The technical and human aspects of project management
- Project selection
  - Initial Project Charter
  - Charter workshop
- Project Planning
  - Scope definition and requirements
  - Work Breakdown Structure workshop
  - Schedule Development workshop
  - Project Execution
  - Project Launch
  - Project Monitoring and control
  - Risk and issue analysis and reporting
  - Determining key reporting milestones
  - Measuring progress
  - Project closing and team presentations
  - Documentation and presentation, lessons learned and shared experiences

Learning Objectives

- Learn project management definitions and basic concepts
- Develop basic project plans and documents within limits of an assigned project
- Learn the importance of each teams member's in the overall team performance
- Identify options and solve problems as a team using diffident tools and techniques
- Report on what worked and what didn't
- Write project update reports
- Analyse and present project experience and lessons learned



TRAINER: OSAMA A.WAHID

START DATE: 2/11/2016	**END DATE:** 3/11/2016
TIMINGS: 8:30AM - 1:30PM	**NO. OF HOURS:** 10
PDUs: 10	**FEES:** BD 150/-

"Project management can be defined as a way of developing structure in a complex project, where the independent variables of time, cost, resources and human behaviour come together."

Project Management in a Nutshell

Course Description

The discipline of project management has been around since early civilisations. Although it did not take the same name, project managers did what they had to do to build pyramids, towers, castles and produced "deliverables".

This course provides an overview of the discipline of project management to individuals who are seeking to widen the horizons of their knowledge, and learn what it takes to manage projects: a rewarding career and a rich experience.

This course is a first step and a foundation in project management for individuals who would like considering a career change in managing projects.

On Day 1: Overview of project management

On Day 2: Learning by doing

All materials taught are compliant with the guidelines established in "A Guide to the Project Management Body of Knowledge, PMBOK®" 5th Edition, from the Project Management Institute (PMI).

Learning Objectives

- Learn project management lingo
- Learn about the general process for managing projects from beginning to end
- Gain exposure to main project documents used in project execution and delivery
- Gain exposure to planning and scheduling concepts
- Get to adapt the tools to suite own work needs

Main Topics

Day 1

- Introduction to project management
- Process from project initiation to completion
- Putting bits and pieces to develop project plans: planning, scheduling and budgeting
- Looking for and managing risks

Day 2

- Project and team case studies
- Key project documents
- Group discussions
- Presentations

"Perfection is a fallacy that leads to over planning, procrastination and failure to ship; agile is about focusing on delivering the best thing possible in a set time period."

TRAINER: OSAMA A.WAHID

START DATE: 6/11/2016	**END DATE:** 7/11/2016
TIMINGS: 8:30AM - 1:30PM	**NO. OF HOURS:** 10
PDUs: 10	**FEES:** BD 150/-

IT Project Management

Course Description

This course is mainly designed to prepare IT project managers and team members, novice or experienced, with project management skills needed to better manage IT projects. Built along the IT project management lifecycle, this course covers detailed topics of the basic concepts of IT project management, including initiating, planning, controlling, executing, and closing projects. The course also shows how IT projects should be managed, from inception to post implementation review. The audience who take this course will likely improve their management skills and abilities to define the project scope, create a workable project plan, and manage within the budget and schedule.

Learning Objectives

- Identify the elements of a project and discuss key elements of the project management framework related to IT
- Discuss the process involved in IT project integration management and project scope management
- Describe the various tools and techniques used to develop IT project schedules
- Explain the main processes of IT project quality
- Identify the key aspects of project communications management and the flow related to IT project risk management
- Describe the main processes and deliverables of IT procurement management
- Identify the IT project management planning processes , executing processes and outputs.

Main Topics:

- Project management: Context and processes
- Project integration and scope management
- Project time and cost management
- Project quality and human resource management
- Project communications and risk management
- Procurement management and training
- Planning and executing
- Controlling and closing

TRAINER: YOUSIF FARAJ

START DATE: 6/11/2016	**END DATE:** 7/11/2016
TIMINGS: 4:00PM - 9:00PM	**NO. OF HOURS:** 10
PDUs: 10	**FEES:** BD 150/-

"If an IT project works the first time, it was in your nightly dreams. Time to wake up and get to work."

Transformation Approach To Managing Projects, The Agile Way

Course Description

Projects are about managing uncertainty with high level of structure in the form of processes, knowledge and skills to succeed. However, the very nature of certain projects driven by dynamic changes to the project context demands a level of flexibility and adaptability of the project management approach. Projects performed in highly adaptive environment calls for certain fine-tuning to the life cycle processes while maintaining the good practices around stakeholder engagement, team performance, problem solving etc. AGILE project management practices are about dynamic adoption driven model that support and enables project teams to manage and navigate un-certain demand. AGILE is a whole set of mind set transformed into definitive project management practices, skills and knowledge. The course aims to highlight the context of Agile projects and explains the various Agile mindset to practitioners.

Learning objectives

- Understand the agile context and mindset
- Learn the core agile values
- Appreciate the process tailoring needed in agile project management
- Learn around 12 agile methods and skills
- Understand the different agile models available in practice

Main Topics

The course topics are based on the good practices of project management as per international standards and leading publications/journals that have researched on the subject.

- Agile manifesto and mindset
- Key agile process portfolio
- Engaging stakeholders, dynamically
- Learning the adaptive planning process
- Managing teams in agile context
- Agile performance measures

"Perfection is a fallacy that leads to over planning, procrastination and failure to ship; agile is about focusing on delivering the best thing possible in a set time period."

TRAINER: ILANGO VASUDEVAN

START DATE: 6/11/2016	END DATE: 7/11/2016
TIMINGS: 8:30AM - 1:30PM	NO. OF HOURS: 10
PDUs: 10	FEES: BD 150/-

The Project Charter - A Step by Step Approach

Course Description

A stronger and a more efficient project charter is the first and foremost step in the quest for delivering projects with success.The charter defines the extent of authority for the project manager and can set the parameters early on in the project to effectively meet stakeholders' expectations.
In this workshop, participants will gain insights into the project management methodology, and project management documents that are produced for initiating the project.
On Day 1, participants will be walked through the fundamentals of project management tools and techniques.
On Day 2, participants will practice developing project charter through a series of group workshops.
All materials taught are compliant with the guidelines established in A Guide to the Project Management Body of Knowledge, PMBOK®, 5th Edition, from the Project Management Institute (PMI).

Learning Objectives

- Learn key definitions and terms related to project management
- Develop the project charter
- Design and organise the work breakdown structure (WBS)
- Understand what it takes to develop the project charter
- Gain exposure to planning and scheduling concepts
- Draft a project charter for your own business
- Group Presentations

Main Topics

Day 1

- Introduction to project management
- Project initiation: Charter workshop
- Project Planning: scope definition, Work Breakdown Structure workshop
- Project cost estimation: budgeting workshop
- Project Scheduling: Terms and methodology
- Identifying and managing risks
- Project Plan approval

Day 2

- Developing the Project Charter – a step by step approach
- Project and team selections
- Entries and descriptions
- Using Project management tools to develop the charter
- Writing the initial draft of your project charter
- Presenting your charter

TRAINER: OSAMA A.WAHID

START DATE: 8/11/2016	**END DATE:** 9/11/2016
TIMINGS: 8:30AM - 1:30PM	**NO. OF HOURS:** 10
PDUs: 10	**FEES:** BD 150/-

"All things are created twice; first mentally; then physically. The key to creativity is to begin with the end in mind, with a vision and a blue print of the desired result."

Can Projects Be Truly Measured? Defining Successful Project KPIs

Course Description

Traditional project management measurements heavily relied on time and budget, that too in a subjective approach. Such measures did not really reflect if the projects are meeting the demand side objectives. Drawing on the enterprise performance framework, it is important to design a comprehensive set of project management metrics that reflects balanced performance across multiple levels. Project performance measures require a robust data model and life cycle. Measuring the performance and providing timely feedback can save many projects from sub-optimal performance. Objective, data driven performance measures reduces over-reliance perceived performance reported by project teams. The course covers the set of project performance measures based on international models and standards and establishes practical methods to embrace them in your projects.

Learning objectives

- Recognise the weakness of transitional project measures
- Appreciate the need for integrated balanced set of measures
- Define multi-dimension project success measures
- Ability to define project metrics representing balanced performance
- Understand the concept of lead and lag indicators
- Ability to transform team performance into project performance

Main Topics

- Project performance compared to project management performance
- Project performance design
- Critical path and earned value models
- Concept of burn charts
- Defining more than 2 KPIs for each of 10 knowledge areas
- Understanding the project data models
- How to monitor, report and feedback on performance
- Walk through of few templates

"If you don't measure it, you can't improve it."

TRAINER: ILANGO VASUDEVAN

START DATE: 8/11/2016	END DATE: 9/11/2016
TIMINGS: 8:30AM - 1:30PM	NO. OF HOURS: 10
PDUs: 10	FEES: BD 150/-

What business leaders need to know about project management?

Course Description

It is an ironical that business strategies heavily rely on project success, and projects rely heavily on business management team for success. A structured education program exists around the project management function, however, the practical dependence on business leaders in providing support, decisions and direction is important to achieving overwhelming project success. Your project teams and PMO are good at processes, but with a focused support from the business leadership team, the project teams' ability to maneuver risks, obstacles and resistance is far more effective. Functional managers and business leaders require a limited re-orientation in dealing with project management team. The course aims to highlight the minimum required understanding about critical areas of project management support required of business management/leaders.

Main Topics

The course topics are based on the good practices of project management as per international standards and leading publications/journals that have researched on the subject.

- The fundamental building blocks of project construct
- The challenges of projects in functional organisation
- Understanding the project life cycle from business management process perspective
- The project decisions paradigm
- Managing the unique project challenges
- Project performance framework
- Enabler approach to project management

Learning objectives

- Understanding the unique construct of a project that differentiates a functional organisation
- Appreciate the need for dynamic decision support
- Recognise the project demands related to processes and team dynamics
- Learn the 6S framework of projects (in comparison to the business models)
- Understand the construct of project leadership role (sponsors, executives)
- Appreciate the different hats required to enable project teams

TRAINER: ILANGO VASUDEVAN

START DATE: 10/11/2016	**END DATE:** 10/11/2016
TIMINGS: 8:30AM - 1:30PM	**NO. OF HOURS:** 5
PDUs: 5	**FEES:** BD 150/-

"To get a project off the ground, tell a colleague it was their idea. They will put their heart and soul into making it successful."

Manager/Director Level & Above

A Systematic Approach to Planning and Scheduling Projects

Course Description

Effective planning and scheduling increases the chances for meeting stakeholders' expectations and delivering projects successfully.

Regardless of the size or complexity, projects are often subject to the same critical analysis to figure out what is to be done? Who will do it? And when will it be done?

In this course, participants will gain more understanding of planning and scheduling tools and their applications.

On Day 1, participants will focus on developing the project plan through a series of workshops.

On Day 2, participants will translate their plan into a schedule using Microsoft Project.

All materials taught are compliant with the guidelines established in A Guide to the Project Management Body of Knowledge, PMBOK®, 5th Edition, from the Project Management Institute (PMI).

Learning Objectives

- Learn key definitions and terms related to project management
- Develop the project charter
- Design and organise the work breakdown structure (WBS)
- Understand what it takes to develop project plans
- Gain exposure to scheduling and re-scheduling concepts
- Learn about the critical path
- Use the capabilities of MS Project Schedule to scheduling activities, assigning human resources and material
- Develop realistic and easy to maintain schedules

Main Topics

Day 1

- Introduction to project management
- Project initiation: Charter workshop
- Project Planning: scope definition, Work Breakdown Structure workshop
- Project cost estimation: budgeting workshop
- Project Scheduling: Terms and methodology
- Identifying and managing risks
- Project Plan approval

Day 2

- Introduction to MS Project
- Customizing the software for your project
- Developing the schedule: entering activities and durations,
  sequencing activities, assigning and scheduling resources, resolving scheduling conflicts
- Optimizing and maintaining the schedule

"Plans are worthless, but planning is invaluable"

TRAINER: OSAMA A.WAHID

START DATE: 13/11/2016	**END DATE:** 14/11/2016
TIMINGS: 8:30AM - 1:30PM	**NO. OF HOURS:** 10
PDUs: 10	**FEES:** BD 150/-

Overcoming Common Mistakes Of a Project Manager

Course Description

Project managers experience a wide array of success pattern (and failures). There are a number of factors governing the project performance, however, the project manager plays a pivotal role in managing uncertainties while embarking on a deep engagement model with stakeholders to meet project objectives. There are a number of areas that are overlooked (unintentionally) by a project manager leading to difficult challenges that could threaten the project performance. Based on years of exposure to a project manager's approach across different cultures, the course design identifies areas that are highly susceptible for such overlooks. The course focuses on how a project manager should define certain disciplined approach to managing such vulnerabilities.

Learning objectives

- Understand failure mode analysis
- Appreciate the soft and hard side of project knowledge areas
- Establish and leveraging the informal power network
- Define common areas overlooked by project managers

Main Topics

The course topics are based on the good practices of project management as per international standards and leading publications/journals that have researched on the subject.

- Missing the 'integration' aspects of comprehensive planning
- Overlooking the minor details that transforms into larger threats
- Mismanaging scope across life cycle and overlooking time discipline
- Failing on the emotional intelligence of team management
- Taking on the "Do' role than getting things DONE
- Subjective approach to objective criteria
- Failing to perform factor analysis of common failure patterns
- Failing to leverage the environment

"The P in PM is as much about 'people management' as it is about 'project management'."

TRAINER: ILANGO VASUDEVAN

START DATE: 13/11/2016	**END DATE: 14/11/2016**
TIMINGS: 8:30AM - 1:30PM	**NO. OF HOURS: 10**
PDUs: 10	**FEES: BD 150/-**

MS Project - A Step by Step Approach

Course Description

This workshop will focus on presenting ways for planning and scheduling projects using MS Project as tool for data organisation, defining scope, developing schedules, identifying the critical path for the project as well as cost estimation and monitoring and reporting progress.

All materials taught are compliant with the guidelines established in A Guide to the Project Management Body of Knowledge, PMBOK®, 5th Edition, from the Project Management Institute (PMI).

Learning Objectives

- Be familiar with planning and scheduling using MS Project to implement Work breakdown structure (WBS), activities, resources, durations, schedules and many other aspects of project management.

Main Topics

Day 1

- Case study Introduction
- Project management process groups and knowledge areas.
- Group discussion: The building blocks Project planning, scheduling and budgeting

Day 2

- Developing the schedule: entering activities and durations, sequencing activities, assigning and scheduling resources, resolving scheduling conflicts

TRAINER: OSAMA A.WAHID

START DATE: 15/11/2016	**END DATE:** 16/11/2016
TIMINGS: 8:30AM - 1:30PM	**NO. OF HOURS:** 10
PDUs: 10	**FEES:** BD 150/-

"Having a copy of MS Project makes you a project manager to the same extent that having a copy of MS Word makes you an author."

Are You Being An Effective Project Sponsor?

Course Description

Most enterprise projects reflect strategic perspective and demands a strong sponsorship commitment to succeed. While most of the sponsors are executives or leaders with significant experience, at time, the project management teams long for guidance, direction, decision and active participation. Apart from experience, a limited quantum of training and coaching can help sponsors play their role more effectively. Sponsorship by definition and in spirit requires active partnership with the project management team providing a strong enabler role. This course spread over 5 hours provides an excellent opportunity to understand the roles of sponsorship and to learn proven methods to effectively playing the sponsorship role.

Learning objectives

- Understand the role of sponsorship
- Learn to differentiate the role from managers and project executives
- Recognise the role across project life cycle
- Appreciate the competing objectives while playing the leadership role
- Understand the challenges
- List the qualities of a good sponsor
- Perform a self-assessment of your sponsoring style

Main Topics

The course topics are based on the good practices of project management as per international standards and leading publications/journals that have researched on the subject.

- Project construct and competing objectives
- Project leadership construct
- Introduction to sponsor and sponsorship
- Role of the project across life cycle (partnering approach)
- Approach to deliver on sponsorship (time and engagement model)
- Qualities of good sponsor
- ROI for playing an effective sponsor role
- Conflict management & teaming

"If you have never recommended canceling a project, you haven't been an effective project sponsor"

TRAINER: ILANGO VASUDEVAN

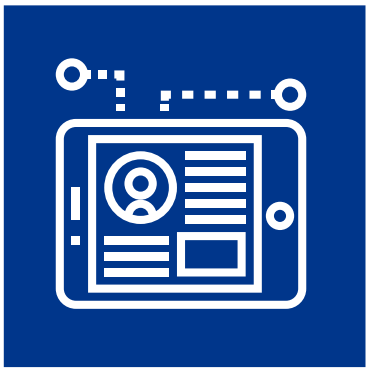
START DATE: 17/11/2016	END DATE: 17/11/2016
TIMINGS: 8:30AM - 1:30PM	NO. OF HOURS: 5
PDUs: 5	FEES: BD 150/-

Manager/Director Level & Above

Successful Project Filing And Records Management

Course Description

This workshop presents the basics of records and information management. Participants will learn record management practices that they can apply to their specific project needs.
You will learn records management terminology, return periods, life cycle, naming convention as well as tips and tricks on best practices that you can apply to your organisation/project.



Learning Objectives

- Learn about the importance of records management in managing projects
- Understand Records life cycle
- Apply proper naming conventions
- Come up with a file structure for your project
- Learn about electronic records management and filing

Main Topics

- Project Management Process Group and knowledge areas
- Project Records Management
- Introduction to records management
- Recordkeeping policies and systems
- Records management processes and controls
- Life Cycle of Records
- File Maintenance
- Electronic Records Management
- Wrap up and conclusions

TRAINER: OSAMA A.WAHID

START DATE: 17/11/2016	**END DATE:** 17/11/2016
TIMINGS: 8:30AM - 1:30PM	**NO. OF HOURS:** 5
PDUs: 5	**FEES:** BD 150/-

"Being a Project Manager is like being an artist, you have the different coloured process streams combining into a work of art."

Understanding Key Project Management Documents Over The Project Life Cycle

Course Description

This workshop aims to dissect and present the key documents that are developed during the project life cycle – starting with initiation, planning, execution, monitoring & control through closing.

Participants will learn about key documents that are produced during the project and what each document is about and it how it contributes to the overall success of the project?

All materials taught are compliant with the guidelines established in "A Guide to the Project Management Body of Knowledge, PMBOK® 5th Edition, from the Project Management Institute (PMI).

Learning Objectives

- Be familiar with project charter, WBS, key components of the project a management plan and key documents that are developed throughout the project.

Main Topics

- Introduction to project management process groups and knowledge areas
- The project life cycle and process groups
- Initiation: project charter
- Planning: decomposing the project management plan
- Executing: team communication – time sheets
- Monitoring and control: Status reports
- Closing: lessons learned and official project closure
- Groups discussion
- Wrap up and conclusions

TRAINER: OSAMA A.WAHID

START DATE: 20/11/2016	**END DATE:** 21/11/2016
TIMINGS: 8:30AM - 1:30PM	**NO. OF HOURS:** 10
PDUs: 10	**FEES:** BD 150/-

"Like organic entities, projects have life cycles. From a slow beginning they progress to a buildup of size, then peak, begin a decline, and finally must be terminated."

Why PMOs Are Not Successful Yet? PMO Roadmap To Success

Course Description

Project management offices (PMO) have evolved over the last decade. However, in a number of cases the PMOs still lack the mission critical importance, support and visibility. Some of the PMOs remain isolated from perform & organise resulting in poor interface and performance. PMOs can be a powerful enterprise function if the evolution is well supported by strategic thoughts, positioning and marketing of PMO internally, well aided by the emergence of new C suite role called Chief Projects Officer (CPO). The course covers the typical challenges and opportunities faced by PMOs, while defining an approach to make the PMO an epicenter of project management successes within enterprises.

Learning objectives

- Understand the genesis of PMO
- Define different types of PMO model & design
- Learn the PMO mandate
- Define the constituents of PMO organisation
- Learn how to interface PMO with other organisation function
- Define project management maturity model
- Define roadmap for PMO

Main Topics

The course topics are based on the good practices of project management as per international standards and leading publications/journals that have researched on the subject.

- PMO myths and realities
- PMO- organisation interface
- Different types of PMO model based on triangulated dimension
- PMO strategy and implantation framework
- Challenges in establishing PMO
- PMO roles and responsibilities

"Ambition is the last refuge of failure"

TRAINER: ILANGO VASUDEVAN

START DATE: 20/11/2016	END DATE: 21/11/2016
TIMINGS: 8:30AM - 1:30PM	NO. OF HOURS: 10
PDUs: 10	FEES: BD 150/-

Manager/Director Level & Above

Managing Project Risks More Efficiently

Course Description

This workshop presents how to make risk management a more efficient practice in managing your projects.

It introduces concepts and tools that are designed to help identifying, managing and tracking project risks in a relevant and timely manner.

All materials taught are compliant with the guidelines established in "A Guide to the Project Management Body of Knowledge, PMBOK®" 5th Edition, from the Project Management Institute (PMI).

Learning Objectives

- Be familiar with risk management skills and tools.
- Be familiar with risk ranking and priority for each identified risk.
- Be familiar with contingencies and risks that can influence the project scope.
- Get introduced to risk mitigation plans.

Main Topics

- Introduction to risk management
- Assumptions and risks
- Risk Identification
- Risk Assessment and response planning
- Risk Mitigation
- Workshop and groups discussion
- Wrap up and conclusions

TRAINER: OSAMA A.WAHID

START DATE: 22/11/2016	**END DATE:** 23/11/2016
TIMINGS: 8:30AM - 1:30PM	**NO. OF HOURS:** 10
PDUs: 10	**FEES:** BD 150/-

"Assumption is the mother of all failures"

Chief Project Officer: The Emergence of New C Suite

Course Description

During global economic booms and crisis, the business leadership teams have heavily relied on a number of strategic and tactical projects to steer through the enterprise strategy. The enduring reliance on project successes indicates the need to establish project management function as an integral part of every enterprise. Project management is constructed as a set of people, processes, systems that demands strong enterprise interface. Such an approach demands the need for driving project management similar to yet another enterprise function. Chief project officers (CPO) are the new positions that represent the projects organisation at the highest level of an enterprise providing strategy, direction, support and interface between project management and the enterprise supply chain.

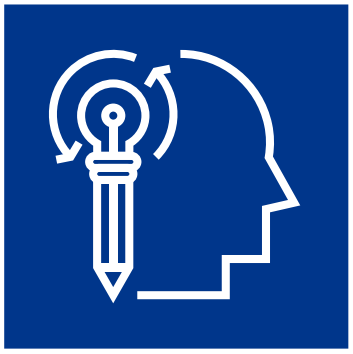
Learning objectives

- Define the enterprise interface challenges of project organisation
- Appreciate the unique challenges of setting up project management office at strategic, tactical and operational layer
- Understand the role of CPO
- Define the overall strategic fitment of PMO within enterprises
- Define the project organisation model aligned to enterprise principles
- Establish a marketing strategy with C Suite executives and the enterprise (acceptance)

Main Topics

The course topics are based on the good practices of project management as per international standards and leading publications/journals that have researched on the subject.

- Organisational Project Management Model (OPM)
- The emergence of CPO role (on demand)
- Project organisation types, selection criteria
- The 6S framework of a project organisation
- Establishing interfaces with business management functions
- Project management maturity model
- Define the project organisation model aligned to enterprise principles
- Establish a marketing strategy with C Suite executives and the enterprise (acceptance)



"Every project needs a leader who owns and supports the project."

TRAINER: ILANGO VASUDEVAN

START DATE: 22/11/2016	END DATE: 22/11/2016
TIMINGS: 8:30AM - 1:30PM	NO. OF HOURS: 5
PDUs: 5	FEES: BD 150/-

Manager/Director Level & Above

Running and Managing Efficient Project Meetings

Course Description

As a business leader, project manager or even a project team member, have you ever had to organise and chair project or business meetings from which the outcomes were so important to your project success and business benefits?

Have you ever thought some of the meetings in your area could be organised and delivered in a more efficient manner?

This workshop will introduce you to ways that can help you improve the outcomes of your project/business meetings with project and business stakeholders, staff and external contractors. After all a well-managed meeting can save time and money!

Learning Objectives

- Understand the importance of communication in projects/ business success
- Organise and prepare for meetings
- Learn to make the most of the meeting's time and realise maximum benefits
- Manage and run the meeting on track, and handle derailment
- Write minutes and record decisions
- Follow-up for maintaining accountability

Main Topics

Main Topics Covered

- Setting up
- Defining "good" and "bad" meetings
- Determining the 5 Ws of your meetings: What, when, who, where and how?
- The role of the meeting leader/chair
- Key meeting documents
- Tools for meeting organisation and preparation.
- Keeping people and meetings on track
- The art of minute-taking
- Group workshop and discussion
- Planning for future success

"A meeting moves at the speed of the slowest mind in the room."

TRAINER: OSAMA A.WAHID	
START DATE: 27/11/2016	**END DATE: 27/11/2016**
TIMINGS: 8:30AM - 1:30PM	**NO. OF HOURS: 5**
PDUs: 5	**FEES: BD 150/-**

Tools for Managing Small Projects

Course Description

This workshop will focus on ways for managing small sized projects, using available project management tools and software packages for data organisation, defining scope, developing schedules, identifying the critical path for the project as well as cost estimation and monitoring and reporting progress.

On Day 1, participants will be walked through the fundamentals of project management tools and techniques.

On Day 2, through a series of group workshops participants will work in groups to develop and deliver plans for small projects.

All materials taught are compliant with the guidelines established in A Guide to the Project Management Body of Knowledge, PMBOK®, 5th Edition, from the Project Management Institute (PMI).

Learning Objectives

- Learn key definitions and terms related to project management
- Identifying relevant project documents
- Design and organise the work breakdown structure (WBS)
- Understand what it takes to develop the project charter
- Gain exposure to planning and scheduling concepts
- Identify and develop options using available tools
- Group Presentations

Main Topics

Day 1

- Introduction to project management
- Project process groups and knowledge areas
- The context of small projects
- Level of detail for managing small project scopee definition, resource planning, Work Breakdown Structure (WBS)
- Estimating project costs and budgets
- Scheduling the work
- Identifying and managing risks
- Overview of the project plan

Day 2

- Designing the plan – a step by step approach
- Case studies – issue identification and resolution
- Finding and analysing options
- Putting the tools together
- Writing the initial draft of your project plan
- Presenting your project plan

TRAINER: OSAMA A.WAHID

START DATE: 28/11/2016	**END DATE:** 29/11/2016
TIMINGS: 8:30AM - 1:30PM	**NO. OF HOURS:** 10
PDUs: 10	**FEES:** BD 150/-

"In poorly run projects, problems can go undetected until the project fails. It's like the drip … drip … drip of a leaky underground pipe. Money is being lost, but you don't see it until there is an explosion."

Project Manager Mid-Career Crisis, What is After PM?

Course Description

Project managers are playing pivotal role in solving a number of enterprise strategic issues through their intense capabilities. However, project managers are subject to many types of uncertainties related to career continuity, enhanced roles, work-life balance, and a number of what-next questions? What are the long term career options for successful project managers? What additional career preparation is needed to answer such subtle questions that are never asked explicitly? The course explores the potential career options to design an enduring future by leveraging the past experience and wisdom.

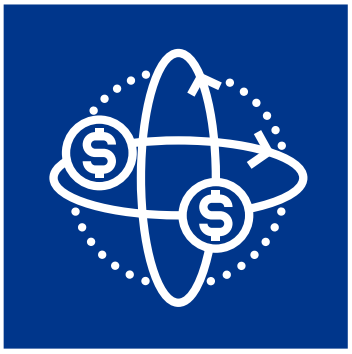
Learning objectives

- Establish the latent questions related to project manager's career
- Establish a framework to define strengths and weakness
- Identify the options based on preference and trends
- Defining a preparation today to manage the future
- Appreciate the various options available
- Learn to choose the right progression approach

Main Topics

The course topics are based on the good practices of project management as per international standards and leading publications/journals that have researched on the subject.

- Career progression of project management professionals
- Lateral ideas for career diversification
- Options for sustainable development
- Out of the box thinking in advancing project management learning curve
- Criteria for choosing the approach



"Good judgment comes from experience, and experience comes from bad judgment."

TRAINER: ILANGO VASUDEVAN

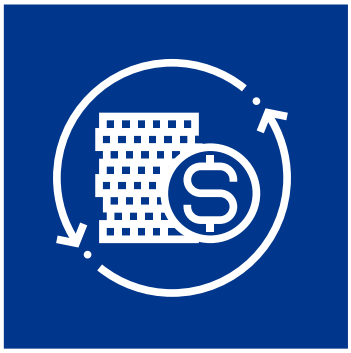
START DATE: 27/11/2016	END DATE: 28/11/2016
TIMINGS: 8:30AM - 1:30PM	NO. OF HOURS: 10
PDUs: 10	FEES: BD 150/-

Earned Value Management for Effective Project Control

Course Description

Controlling and reporting of project costs, schedule, technical progress and risk receives an ever-increasing importance in project management. With Earned Value Management (EVM) you receive a very effective tool, which brings the necessary transparency and security in your projects.

All materials taught are compliant with the guidelines established in A Guide to the Project Management Body of Knowledge, PMBOK®, 5th Edition, from the Project Management Institute (PMI).



Learning Objectives

- Explain what (EVM) is.
- Be familiar with (EVM) performance figures.
- Understand how to calculate the project earned value.
- Understand how to calculate project forecasts

Main Topics

- What is Earned Value Management (EVM)
- EVM Basis Performance Figures
- The Calculation of the Earned Value
- Project Monitoring with (EVM) Performance Figures
- Project Forecasts

TRAINER: YOUSIF FARAJ

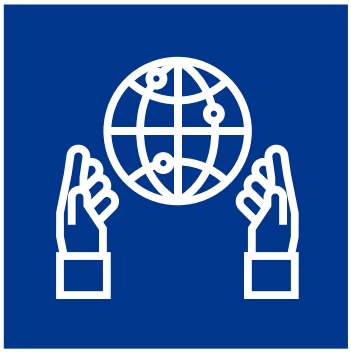
START DATE: 8/11/2016	**END DATE:** 9/11/2016
TIMINGS: 4:00PM - 9:00PM	**NO. OF HOURS:** 10
PDUs: 10	**FEES:** BD 150/-

"You can't keep it all in your head. Project control tools are an absolute necessity for the control of large projects."

Engaging Stakeholders for Project Success

Course Description

Stakeholder management needs to focus more on engagement in order to move projects from installation to implementation. Stakeholder management needs to be less hierarchically focused and, at the same time, needs to take into account the fluid nature of organisation. Projects should start with the premise that identifying a range of stakeholders and engaging with them in a consistent and organised manner will improve project success.



Learning Objectives

- Define and explain stakeholder management.
- Analysing stakeholder map.
- Description of quadrants.
- Understand and define sponsors, leads and agents.
- Development plans for stakeholders.

Main Topics

- Key stakeholder Management Definition
- Build the Stakeholder Map
- Prioritise Key Stakeholders
- Develop Key Stakeholders

TRAINER: YOUSIF FARAJ

START DATE: 13/11/2016	**END DATE:** 14/11/2016
TIMINGS: 4:00PM - 9:00PM	**NO. OF HOURS:** 10
PDUs: 10	**FEES:** BD 150/-

"Our most important stakeholder is not our stockholders, it is our customers. We're in business to serve the needs and desires of our core customer base."

Project Scheduling and Crash Time Made Clearer

Course Description

Project scheduling is at the heart of project management. To successfully run any significant project, managers must accurately identify required resources, sequence work activities, estimate the time needed to perform those activities and carefully track progress againts their estimates. Project managers should know when and how to crash a project and to which level they should crash a project.

Learning objectives

- Understand and apply key scheduling terminology.
- Apply the logic used to create activity network, including predecessor and successor takes.
- Develop an activity network using Activity-on-Node AON techniques.
- Perform activity duration estimation based on the use of probabilistic estimating techniques.
- Construct the critical path using forward and backward passes.
- Identify activity float and the manner in which it is determined.
- Understand how to crash a project.

Main Topics

- Project Scheduling
- Key Scheduling Terminology
- Developing a Network
- Constructing the Critical Path
- Lags in precedence relationships
- Crashing projects

"Projects progress quickly until they become 90% complete; then remain at 90% complete forever unless there is a proper Project Management in place"

TRAINER: YOUSIF FARAJ

START DATE: 15/11/2016	**END DATE:** 16/11/2016
TIMINGS: 4:00PM - 9:00PM	**NO. OF HOURS:** 10
PDUs: 10	**FEES:** BD 150/-

معهد إدارة المشاريع – فرع الخليج العربي
Making project management indispensable for business results.®

Women in Project Management

Course Description

The aim of this two-day course is to provide a practical training to female project managers who aspire to enhance their existing project management skills. Tackling topics such as female leadership styles and the common issues faced by female project managers, participants will learn how to use their own leadership styles to communicate effectively and deliver successful projects.

Learning objectives

- Optimize your project communication skills
- Discover your authentic leadership style
- Create an effective stakeholder engagement strategy
- Build a strong network to support your projects' success

Main Topics

- The top 10 qualities of successful project managers - Develop techniques and strategies to enhance your existing project leadership skills
- Stakeholder management and engagement –Tools and techniques to optimize stakeholder engagement
- Female leadership styles that are effective for successful project management
- Effective Mentoring
- The future of work for project managers and its impact on women in project management

"It's not all about you and your process as the PM. It is all about you working with the team to come up with a structure that works for everyone."

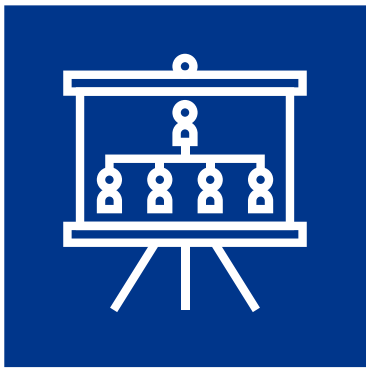
TRAINER: SAHAR ALBAHARNA

START DATE: 15/11/2016	END DATE: 16/11/2016
TIMINGS: 8:30AM - 1:30PM	NO. OF HOURS: 10
PDUs: 10	FEES: BD 150/-

Work Breakdown Structure - A Building Block of Sound Project Management

Course Description

The work breakdown structure is fundamental to project execution. When we expend insufficient time and develop inadequate detail on the WBS, the project will yield poor results and we can expect to see last-minute identification of critical elements. Not only do some essential items occur late in the process, but we can also expect to see cost overruns, schedule overruns, poor quality at delivery and erosion of project tracking ability—where we do not know where we are at any given time because our roadmap is defective (or missing). This course will provide you with insight on the fundamental building blocks of sound project management.



Learning Objectives

- Explain what the WBS is.
- Be familiar with the WBS components.
- Understand the processes of creating the WBS.
- Understand the relationship to and use of the WBS.

Main Topics

- Introduction to the WBS
- Defining the WBS
- Importance of WBS
- WBS Examples and Descriptions
- WBS Principles, Steps and Checklist

TRAINER: YOUSIF FARAJ

START DATE: 27/11/2016	**END DATE:** 28/11/2016
TIMINGS: 4:00PM - 9:00PM	**NO. OF HOURS:** 10
PDUs: 10	**FEES:** BD 150/-

"If you can't describe what you are doing as a process, you don't know what you're doing."

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The Driving Factors of Project Management Success in the Financial Services Sector

This is a specialised workshop in Project Management that provides insight into the factors that drive success of projects within the financial services industry.

Project management concepts are traceable to century old practices however; it is the last two decades that has established a global practice framework to advance the professional success of project management.

Today's projects in the financial services sector are faced with high complexity, uncertainty, inability to define final outcomes, tight budget constraints, unstable market conditions and many other challenges. Hence, the fundamental base of a core business strategy lies in the combination of the tactful planning in the implementation of projects, foreseeing the risks it brings along, and successfully tackling all challenges to ensure best project outcomes.

Therefore, learning about how to lead projects successfully can be a competitive weapon for all the players in the financial services sector. This workshop will focus on providing an insightful briefing about a number of important project management concepts and skills applicable to the financial services sector along with unique project management team building exercises.

TRAINER: ILANGO VASUDEVAN

DURATION : 2 DAYS

TIMINGS: 8:30AM - 3:30PM | **FEES:** BD 350/-

DATE : 23RD - 24TH NOVEMBER 2016

PDUs: 10 | **NO. OF HOURS** 10

VENUE : EXTERNAL

* Note: This workshop is not included in the corporate package

DAY ONE

The Driving Factors of Project Management Success in the Financial Services Sector

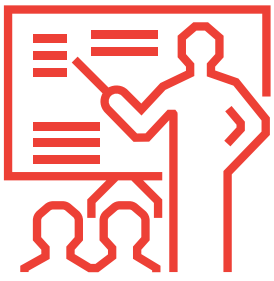
Learning Objectives:

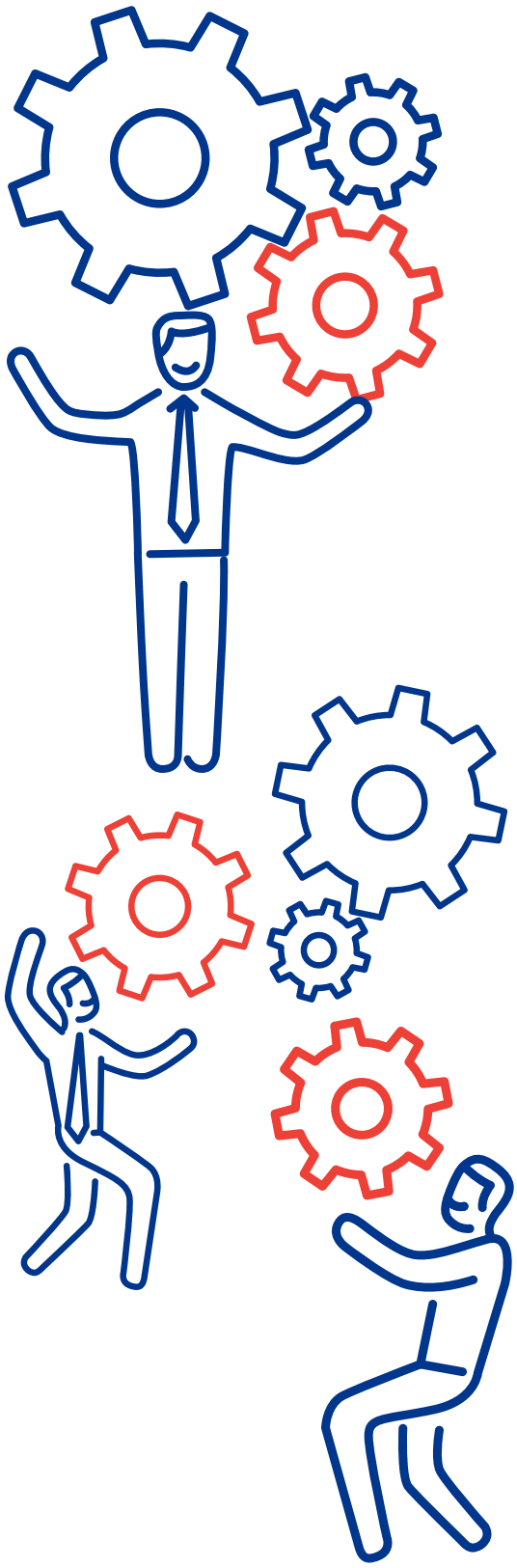
- Establish projects in the financial sector as knowledge driven projects
- Define the fundamentals of project management framework
- Understand the unique challenges and opportunities of knowledge driven projects
- Learn about the sponsor-manager partnership model
- Learn about the agile practices as an emergent solution to knowledge projects
- Understand the importance of project management systems in maturing the project performance

Main Topics:

The topics of this workshop are based on the good practices of project management as per international standards and leading publications/journals that have been researched on the subject.

- Construct of projects and relevance to business strategy
- Project framework within financial sector, the project types, classification etc
- Project management life cycle and knowledge areas overview
- Understanding the differentiating tools in project management
- Challenges and solutions to financial sector project context
- How to be an effective Sponsor
- Overview of good practices of agile as applied to knowledge projects
- Project management information system – strategy and scope
- Overview of good practices of agile processes as applied to knowledge projects





DAY TWO:

Project Management Team Building Game

About the Game:

The Project Management Team Building Game is a one day event where project teams from various organisation will compete in demonstrating their project management capabilities in a highly realistic simulated environment. The game helps in learning the real life project management challenges through multiple rounds of exciting and powerfully designed decisions, analysis, strategy and team engagement exercises. These rounds will also cover many real life scenarios related to leadership, analytics, planning, team conflicts, bidding, price war, stakeholders, recovering troubled scenarios, resource optimisation exercises and more. Every strategy you take, every decision you make; will decide the winning team. So, are you ready for the challenge?

Game Guidelines

- All teams will start the day with a pre-defined investment amount and project choices.
- The teams will decide and choose projects based on competitive bidding.
- Project management good practices are rewarded with a bonus, and poor practices will create a liability on the team's performance.
- The teams will compete on the effectiveness of their strategies, decisions and choices.
- These strategies, decisions and choices will be submitted in different templates, excel sheets, documents etc. which will be analysed and discussed at the end of each round.
- The trainer will provide feedback at the end of each round to enhance the learning experience.

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PROJECT MANAGEMENT TEAM BUILDING GAME

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ABOUT THE GAME

The Project Management Team Building Game is an added benefit of learning with hands-on experience and applying the various concepts learned in the classroom through a very entertaining activity. Teams from various organisation will be competing to assemble bicycles based on a specific criteria, and then apply the project management concepts learned in class to produce the final deliverables.

Successful projects highly depend on its team members and this team building exercise is important, not for the immediate experience of the activities performed by the team, but also for the group skills, communication and bonding, leading to a high impact learning experience. This game will provide realistic experiences that empower individuals to contribute to common goals. The success of most organisations depends on the ability of individuals to build effective teams.

This will be a great opportunity to register your team to benefit from this high impact learning experience and to compete with other teams from various organisations. All assembled bicycles will be donated to a charity organisation in Bahrain to support the society.

The winning team will be the one that:

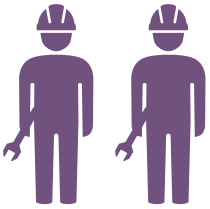
- Finishes 1st
- Passes technical integrity inspection.
- Passes Bicycle Safety by the technical testers panel.
- Passes Bicycle look and feel by a panel of 10 little children nominated by the charity organisation.
- Highest score for project management:
- Reporting data quality: language clarity, relevance and level of detail.
- Efficient utilisation of technical PM tools

Project Team Members

Project Manager

Quality Controller

Tracking Coordinator



Two Assemblers

Date:
30 / 11 / 2016

FEES:
BD 1000/- (Per Team)

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3

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PMI PROFESSIONAL CERTIFICATIONS

The BIBF offers a wide range of Project Management qualifications and training courses/workshops including the PMP, CAPM, PgMP, PMI-ACP, PMI-SP, etc. These qualifications and courses are run in partnership with the Project Management Institute (PMI) – the world's largest not-for-profit membership association for the project management profession. During this convention, we will offer the PMP & CAPM examination preparatory courses.

PMI certification works hard for you: anywhere and all the time.

PMI certification shows that you have the essential knowledge, experience and education to effectively contribute to project, strategic and organisational success. A PMI certification is a valuable investment in your career, and yourself. You deserve it.

Top five reasons to earn a PMI certification:

Credibility

Provide an unbiased and reliable means to validate your domain knowledge and professional experience. For over 30 years, PMI has offered certification and is a globally recognised leader in the industry.

Transferability

PMI certification is not tied to any one specific methodology, industry, or region. A PMI certification can move and adapt with your career.

Competitive advantage.

Be more marketable. Many certification holders achieve salary increases, career advancement opportunities and employer recognition.

Commitment

Emphasize your commitment to professional growth. By earning and maintaining a PMI certification, you continue to develop your knowledge, skills and abilities.

Relevance

Demonstrate your relevance with certifications that are developed by practitioners, upheld by rigorous standards, based on ongoing research and always reflect current industry practices.

Certified Associate in Project Management - CAPM®

About CAPM

PMI's Certified Associate in Project Management (CAPM®) is a valuable entry-level certification for project practitioners.

Designed for those with little or no project experience, the CAPM® demonstrates one's understanding of the fundamental knowledge, terminology and processes of effective project management. The CAPM® certification offers recognition to practitioners who are starting a career in project management as well as project team members who wish to demonstrate their project management knowledge. Individuals who contribute specialised skills to a project team can benefit from this certification by allowing them to align their work with that of project managers. Individuals who carry the CAPM® designation after their name enjoy a high level of credibility from PMP® credential holders, project managers, employers and peers.

Eligibility criteria

To be eligible for the CAPM® credential, applicants must meet either of the following requirements:

1) • Secondary diploma
(high school diploma or global equivalent)
• 1500 hours of professional experience on a project team

OR

2) • Secondary diploma
(high school diploma or global equivalent)
• 23 contact hours of formal education
(BIBF's training course on CAPM® will satisfy this requirement)

CAPM® Examination Information

- Computer-based testing (CBT) is the standard method of assessment for PMI examinations. CAPM® examinations can be sat in Bahrain at registered Prometric centres
- The CAPM® examination comprises of 150 multiple-choice questions, 15 of which are pretest (unscored) and 135 are scored questions.
- The total duration of the exam is 3 hours
- The exam eligibility period is one year from the date of application approval. Students may attempt the examination three times within this period
- If a student fails to pass all three exam attempts during the eligibility period, he/she must wait one year from the last date of examination in order to re-apply for the credential

TRAINER: Yousif Faraj

START DATE: 19/11/2016

END DATE: 22/11/2016

TIMINGS:
SAT: 9:00AM - 5:00PM & SUN - TUE: 4:00PM - 9:00PM

NO. OF HOURS: 23 (4DAYS)

FEES: BD 400/-

**The fee is inclusive of tuition and study materials only. Registration and exam fees are payable to PMI (USA) separately.*

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Project Management Professional - PMP®

About PMP

PMI's Project Management Professional (PMP®) credential is the most important industry-recognised certification for project managers. Globally Recognised and demanded, the PMP®demonstrates an individual's experience, knowledge and competency to lead and direct projects. This recognition is seen through increased demand by leading employers and higher salary prospects; according to the PMI Project Management Salary Survey.

The PMP®credential demonstrates competence in leading and directing project teams. If you're an experienced project practitioner looking to sharpen your skills, stand out to employers and maximize your earning potential, the PMP credential is the right choice for you.

Eligibility criteria

To be eligible for the PMP® credential, applicants must meet either of the following requirements:

1) • Four year degree (bachelor's degree or global equivalent)

• Minimum three years/36 months unique non-overlapping professional project management experience*, during which, at least 4,500 hours were spent leading and directing project tasks

• 35 contact hours of formal education

(BIBF's training course on PMP® will satisfy this requirement)

OR

2) • Secondary degree (high school diploma, associate's degree or global equivalent)

• Minimum five years/60 months unique non-overlapping professional project management experience*, during which, at least 7,500 hours were spent leading and directing project tasks

• 35 contact hours of formal education (BIBF's training course on PMP® will satisfy this requirement)

* All project management experience must have been accrued within the last eight consecutive years prior to submission of application.Applicants should have experience in all five process groups (applicable to the overall project experience submitted; applicants need not have experience in all five process groups on individual projects).

PMP® Examination Information

• Computer-based testing (CBT) is the standard method of assessment for PMI examinations. PMP®examinations can be sat in Bahrain at registered Prometric centres

• The PMP® examination comprises of 200 multiple-choice questions, 25 of which are pretest (unscored) and 175 are scored questions.

• The total duration of the exam is 4 hours

• The exam eligibility period is one year from the date of application approval. Students may attempt the examination three times within this period

• If a student fails to pass all three exam attempts during the eligibility period, he/she must wait one year from the last date of examination in order to re-apply for the credential

TRAINER: Ilango Vasudevan

START DATE: 12/11/2016

END DATE: 17/11/2016

TIMINGS:
SAT: 9:00AM - 5:00PM & SUN - THU: 4:00PM - 9:00PM

NO. OF HOURS: 35 (6 DAYS)

FEES: BD 600/-

**The fee is inclusive of tuition and study materials only. Registration and exam fees are payable to PMI (USA) separately.*

PMI Membership Makes the Difference

As a PMI member, you'll have access to a vast collection of knowledge and career resources, local and global communities, opportunities to grow and give back to the profession, plus discounts, rewards and perks.

Knowledge

Get instant access to digital editions of our global standards including A Guide to the Project Management Body of Knowledge (PMBOK® Guide-Fifth Edition), the foremost standard on project management. Choose from hundreds of deliverable templates that save you time and effort, and help you manage your project information, Enjoy webinars, articles, blogs and papers.

Global Community

Network locally in PMI chapters in more than 80 countries. Connect globally on ProjectManagement.com to create, rate and discuss content, earning badges that recognize your participation.

Rewards & Discounts

Save up to 20% on PMI Store purchases including books and multimedia, discounts on e-learning courses, certification exams and renewals. Enjoy special programs for members such as PMI sponsored group insurance coverage.

Career Resources & Professional Development

Since no two paths in project management are exactly the same, you can tailor your training to your unique needs with our varied and flexible offerings. When you're ready for a new job, our career resources and Job Board will help you find a new position. If you're a PMI certification holder, you'll have more ways to earn professional development units (PDUs) at no extra cost.

For more details on becoming a PMI member, please visit

www.pmi.org

1st - 30th NOVEMBER 2016

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CORPORATE PACKAGES

As a company, obtain one of our corporate packages to get advantage of the multiple benefits we have specially prepared to suit your requirements.

BRONZE	SILVER	GOLD	PLATINUM
5 FREE Registrations in the workshops	10 FREE Registrations in the workshops	15 FREE Registrations in the workshops	30 FREE Registrations in the workshops
✓ Project Management Team Building Game: Participation for one team which consists of 5 employees.	✓ Project Management Team Building Game: Participation for one team which consists of 5 employees.	✓ Project Management Team Building Game: Participation for one team which consists of 5 employees.	✓ Project Management Team Building Game: Participation for one team which consists of 5 employees.
1 Number of executive seat invitations for the opening ceremony	1 Number of executive seat invitations for the opening ceremony	1 Number of executive seat invitations for the opening ceremony	2 Number of executive seat invitations for the opening ceremony
1 Roll up banners in Workshops (one banner per workshop)	2 Roll up banners in Workshops (one banner per workshop)	4 Roll up banners in Workshops (one banner per workshop)	6 Roll up banners in Workshops (one banner per workshop)
✓ Company logo displayed on the Convention Website	✓ Company logo displayed on the Convention Website	✓ Company logo displayed on the Convention Website	✓ Company logo displayed on the Convention Website
✓ One convention plaque to be presented to the company's representative during the opening ceremony	✓ One convention plaque to be presented to the company's representative during the opening ceremony	✓ One convention plaque to be presented to the company's representative during the opening ceremony	✓ One convention plaque to be presented to the company's representative during the opening ceremony
✗ Free one day exhibition space	✓ Free one day exhibition space	✓ Free one day exhibition space	✓ Free one day exhibition space
✗ One standard size company roll up banner to be displayed during the opening ceremony	✓ One standard size company roll up banner to be displayed during the opening ceremony	✓ One standard size company roll up banner to be displayed during the opening ceremony	✓ One standard size company roll up banner to be displayed during the opening ceremony
BD1,500/-	**BD2,000/-**	**BD2,750/-**	**BD5,000/-**

*Note: The free registrations and roll up banners are only applicable for the Training Workshops.

Bahrain International Project Management Convention

NOVEMBER 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Opening Ceremony	2	3 Project Management Essentials Managing the Demand Side of Projects Lego Project Management A fun way learn to Project Management	4	5
6 Project Management in a nutshell IT Project Management Transformation approach to managing projects, the agile way	7	8 The Project Charter - A Step by Step Approach Earned Value Management for Effective Project Can Projects be truly measured? Defining Successful Project KPIs	9	10 What business leaders need to know about project management?	11	12 Project Management Professional - PMP (PMI Professional Certification)
13 A Systematic Approach to Planning and Scheduling Projects Engaging Stakeholders for Project Success Overcoming common mistakes of a project manager	14 Project Management Professional - PMP (PMI Professional Certification)	15 MS Project - A Step by Step Approach Project Scheduling and Crash Time Made Clearer Women in Project Management	16	17 Are you being an effective project sponsor? Successful Project filing and records management	18	19 Certified Associate in Project Management - CAPM (PMI Professional Certification)
20 Certified Associate in Project Management - CAPM (PMI Professional Certification) Understanding Key Project Management Documents over the project life cycle Why PMO's are not successful yet? PMO Roadmap to Success	21	22 Managing project risks more efficiently Chief Project Officer, the emergence of new C suite	23 The Driving Factors of Project Management Success in the Financial Services Sector	24	25	26
27 Running and managing Efficient Project Meetings Work Breakdown Structure - A Building Block of Sound Project Management Project manager mid-career crisis, what is after PM?	28 Tools for Managing Small Projects	29	30 Project Management Team Building Game		MORNING CLASS (8:30AM - 1:30PM)	EVENING CLASS (4:00PM - 9:00PM)

FEATURED TRAINING WORKSHOPS

» Project Management Essentials
» Mastering The Demand Side Of Projects
» Lego Project Management – A Fun Way To Learn Project Management
» Project Management In a Nutshell
» IT Project Management
» Transformation Approach To Managing Projects, The Agile Way
» The Project Charter - A Step by Step Approach
» Can Projects be Truly Measured? Defining Successful Project KPIs
» A Systematic Approach To Planning and Scheduling Projects
» Overcoming Common Mistakes of a Project Manager
» MS Project - A Step by Step Approach
» Successful Project Filing and Records Management
» Understanding Key Project Management Documents Over The Project Life Cycle
» Managing Project Risks More Efficiently
» Running and Managing Efficient Project Meetings
» Tools For Managing Small Projects
» Project Manager Mid-Career Crisis, What is After PM?
» Earned Value Management For Effective Project Control
» Engaging Stakeholders For Project Success
» Project Scheduling and Crash Time Made Clearer
» Women in Project Management
» Work Breakdown Structure - A Building Block of Sound Project Management
» The Driving Factors of Project Management Success in The Financial Services Sector

Manager/Director Level & Above

» What Business Leaders Need to Know About Project Management?
» Are You Being an Effective Project Sponsor?
» Why PMOs Are Not Successful Yet? PMO Roadmap To Success
» Chief Project Officer, The Emergence Of New C Suite

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PM@BIBF.com

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