



# HARRINGTON MIDDLE EAST, LLC

*Part of the Bin Zayed Group and the Harrington Institute*

## Certified Project Manager



**Become a Certified Project Manager through  
Harrington Middle East**

# Certified Project Manager

## Overview:

The Gartner Group reported that less than 20% of the projects undertaken last year were completed on time and on schedule. To make this situation worse, 40% of the projects failed or were cancelled. A high percentage of failed or cancelled projects are projects that require coordination across multi-sites / organizations.

Project management is a highly desired skill-set as global competition demands that new projects and business developments are completed on-time and within budget. Project management operations are now used in multi-billion dollar corporations, nonprofit organizations, small business and government offices around the globe to ensure success. As projects become increasingly complex and involve more geographically dispersed teams, project managers require multiple skill-sets for efficiently allocating time, tasks and resources.

To prepare for the role of project manager or project team member, individuals need a solid understanding of the processes and knowledge areas that are common to all projects. The Certified Project Manager course is designed to give project managers the necessary skills to enhance their effectiveness through processes such as organizing, planning, scheduling, monitoring and controlling a variety of tasks.

The Certified Project Manager course is a five-day program. At the end of the last day, a test will be given to measure the degree of understanding each participant has reached related to the Project Management Body of Knowledge (PMBOK) and ANSI/PMI 99-001-2000. The PMBOK was prepared by the Project Management Institute and is a little more detailed than the ISO standard. It is the accepted standard for all project management professionals around the world.

The Project Management Institute is the largest and most respected project management society in the world with over 100,000 members. The Project Management Institute promotes Dr. Harrington's approaches.

All participants, who attend 80% of the classes and turn in the required homework, will get a Certificate of Attendance. Those participants, who pass the final exam with an acceptable grade, will be certified as professional project managers by the Harrington Institute.

## Who Should Attend

This program is designed for:

- q Project managers and team members wishing to upgrade their skills
- q Managers of project managers
- q Individuals looking to become project management certified
- q Professionals wishing to upgrade their knowledge and skill

## Learning Outcomes

This program enables participants:

- q To gain hands-on experience in Project Management
- q To earn educational credentials sought by employers
- q To network with other project professionals
- q To increase their on-the-job effectiveness

At the conclusion of the course, students will have knowledge of:

- q Project Management processes to include initiation, planning, executing, controlling and closing.
- q The techniques of planning, scheduling, and tracking projects.
- q Avoiding common pitfalls in project management
- q Creating project documents such as the project charter
- q How to develop a WBS and create a project schedule
- q Controlling project scope
- q Estimation techniques to establish timelines
- q Their personality as it relates to project management
- q The importance of organizational culture in Project Management
- q Risk & Issues Management
- q How to keep a project within budget
- q Stakeholder Management

## Course Outline

The course will be taught in an interactive environment with hands-on experience over a five-day period. Case studies will be interspersed throughout the course and participation by the students will enhance the class experience. On the final day, an exam will be given to ensure that the student has acquired the knowledge to earn the Project Management Certificate. The subjects to be covered are:

- q Project Integration Management
- q Project Scope Management
- q Project Time Management
- q Project Cost Management
- q Project Quality Management
- q Project Human Resource Management
- q Project Communications Management
- q Project Risk Management
- q Project Procurement Management
- q Project Change Management
- q Project Portfolio Management
- q Project Office

The textbook that will be used is *A Guide to the Project Management Body of Knowledge*, published by Project Management Institute, Inc.