



OGS
OIL & GAS SKILLS



PMP®

— Project Management Professional —

Exam Preparation Course

FROM 28 MARCH TO 1 APRIL

OGS PREMISES



Course Objectives

PMP certification course is specifically designed to equip trainees with the necessary skills and knowledge to pass a difficult, multi-choice examination; most people also acquire significant useful project management knowledge to apply in the workplace. The course framework is based on the PMBOK Guide, key references from the PMI list of recommended reading materials and the student's own pre-existing knowledge and experience.

Who Should Attend

Project Managers, Project Engineers / Specialist, System Analyst or Individuals who need to strengthen the knowledge and practices in the profession of project management and to comprehend the application of full project lifecycle that are needed in their professional development and lead to project success.

Course Duration : 5 Days

(Daily 9:00 am to 5:00 pm)

PMP® Exam Preparation Course

Course Content

Day 1

PMP Exam Prep Introduction

- » What's Project Management?
- » Who's PMI®?
- » What's the PMBOK® Guide?
- » What's a PMP and How to Become One?

Project Management Framework

» Introduction

- What's a Project?
- Operations, Programs, Portfolios & Subprojects
- The Project Management Office
- Progressive Elaboration of the Plan
- The Triple Constraint
- The Nine Knowledge Areas
- Enterprise Environmental Factors on Projects

» Project Life Cycle & Organization

- Project Life Cycle & Phases
- Phases
- Project vs. Product Life Cycles
- The Project Manager
- Other Project Stakeholders
- Organizational Influences on Projects

» Project Management Processes

- Project Management Processes
- Project Management Process Groups
- Initiating Processes
- Planning Processes
- Executing Processing
- Monitoring & Controlling Processes
- Closing Processes
- Project Success Factors

Day 2

Project Integration Management

- » Day 1 Quiz
- » Major Project Documents/Systems
- » Develop Project Charter



- » Develop Project Management Plan
- » Direct & Manage Project Execution
- » Monitor & Control Project Work
- » Perform Integrated Change Control
- » Close Project or Phase

Project Scope Management

- » Collect Requirements
- » Define Scope
- » Create WBS
- » Verify Scope
- » Control Scope

Day 3

Project Time Management

- » Define Activities
- » Sequence Activities
- » Estimate Activity Resources
- » Estimate Activity Durations
- » Develop Schedule
- » Control Schedule

Project Cost Management

- » Estimate Costs
- » Determine Budget
- » Control Costs

Project Communications Management

- » Identify Stakeholders
- » Plan Communications
- » Distribute Information
- » Manage Stakeholder Expectations
- » Report Performance

Day 4

Project Quality Management

- » Plan Quality

- » Perform Quality Assurance
- » Perform Quality Control

Project Risk Management

- » Plan Risk Management
- » Identify Risks
- » Perform Qualitative Risk Analysis
- » Perform Quantitative Risk Analysis
- » Plan Risk Responses
- » Monitor & Control Risks

Project Human Resource Management

- » Develop Human Resource Plan
- » Acquire Project Team
- » Develop Project Team
- » Manage Project Team

Day 5

Project Procurement Management

- » Plan Procurements
- » Conduct Procurements
- » Administer Procurements
- » Close Procurements

Professional & Social Responsibility

- » PMI Code of Ethics and Professional Conduct
- » Sample Responsibility Questions

PMP® Certification Prep

- » Interactive Review Puzzle
- » Exam Strategies, Review and Q & A



Course Instructor

Eng. Reda A Sabry PMP, CPD, MBA

- ▶ Have 26 years of various experience ; starting in the site during the construction, worked in the Gulf Market , joined Mitsubishi Electric , a specialist multinational company in building Power stations for Eight years till to become the deputy planning manager , Then established RS Management Consulting House to become one of the first Consultants specialist in the Construction Management in Egypt.
- ▶ Succeeded to provide project management services to reputable Clients like Arab Contractors, Binladin Group, Cegelec, Electro Tharwat, Medcom, Mhda Sarl, and New Giza, in the contraction of mega projects like cement plants, power stations, airports, real estate projects.
- ▶ Holding a Bachelor of Civil Engineering, hold MBA certificate from Eslasca University, the first in the Middle East holding IPMA_Level , Certified Projects Director since 2003 from International Project Management Association, a Certified Project Management Professional from Project Management Institute and construction Management Master from Faculty of Engineering Cairo University.
- ▶ Worked in the Project Management training field inside Egypt and in the Middle East since 2002 developed tailored training programs, having a good record working with highly regarded clients.

Nevine T. Sadek PMP, CPM

- ▶ Have 17 years of various experience ; starting in the marketing career then, eleven years in the project management consultancy field with a significant practical skills working in complex projects. In addition to six years in the project management training with reputable entities.
- ▶ Holding a Bachelor of Economics, a Certified Project Manager from International Project Management Association, a Certified Project Management Professional from Project Management Institute and preparing Public Management Master in the subject of "Incubation Centers Programs" from Faculty of Economics and Political Sciences – Cairo University.
- ▶ Worked in the Project Management and Human Resources Management training field inside Egypt and in the Middle East, developed tailored training programs, having a good record working with highly regarded clients.



PMP®

Exam Preparation Course

Application Form

Name :
Title :
Email :

Name :
Title :
Email :

Name :
Title :
Email :

Name :
Title :
Email :

Name :
Title :
Email :

Company :
Contact Person :
Phone/ Fax :
Email :
Signature :
Date :



**From 28 March
to 1 April 2010**

OGS Premises

Fees: 3000 LE

Cancellations/Substitutions

If you are unable to attend, a substitute delegate is always welcome at no additional charge. All bookings carry a 50% liability immediately after a fully completed confirmation received. Please note that a written notice of the cancellation must be received via mail or fax 2 weeks prior to the event date in order to obtain the balance of the event fee as a credit to be applied against another OGS conference, summit or training course. All fees are inclusive of an 18% service charge, which is completely non-refundable and non-creditable. Cancellation of any event with less than 3 weeks notice prior to the event date carry a 100% liability; however the delegate will still be entitled to a complete set of course documentation. Payment must be made within 5 working days upon registration and in agreement, OGS will not be able to mitigate its losses for less than 50% of the contract value in case of dispute with the client or cancellation of this contract by any one party. OGS reserves the right to cancel or make any other changes to the content and timing of the events or speakers for reasons beyond its control. If for any reason OGS decide to amend these conferences, summits or training courses, OGS is not responsible for covering airfare, hotel or other costs incurred by registrants. In the event that OGS cancel the event, OGS reserves the right to transfer this booking to another event or to provide a credit of an equivalent amount to another event to be held within the following twelve months.

Indemnity

Should for any reason outside the control of OGS, the venue or speakers change, or the event be cancelled due to an act of unexpected conditions or industrial action, OGS shall Endeavour to reschedule but the client hereby indemnify and holds OGS harmless from and against any and all costs, damages and expenses, including attorney fees, which are incurred by the client. The construction, validity of this Agreement shall be governed in all respects by the laws of ARE to the exclusive jurisdiction of whose Courts the Parties hereby agree to submit.

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