



PROJECT MANAGEMENT ESSENTIALS



COURSE OVERVIEW

This comprehensive 5-day course provides participants with a solid foundation in project management principles, tools, and best practices. Aligned with globally recognized methodologies such as PMI's PMBOK® Guide, the course offers practical knowledge on how to manage projects effectively from initiation through closure. Participants will learn how to define project goals, create project plans, manage resources and risks, monitor progress, and ensure successful project delivery. The course combines theoretical concepts with real-world applications, case studies, and group exercises to enhance learning and confidence.

DATES, VENUES AND FEES



14 – 18 December 2025 - Dubai

(5 Days)

Fees

US\$ 4500

Note: Fee is per participant + 5% VAT (if applicable).

Groups from the same company can enjoy a **discounted** price.

WHO SHOULD ATTEND?

This course is appropriate for a wide range of professionals but not limited to:

- New and aspiring project managers
- Team leaders and supervisors involved in projects
- Professionals responsible for managing or supporting projects
- Functional managers whose teams contribute to projects
- Anyone seeking a solid foundation in project management principles

CONTACT US NOW

+971 (4) 4539841 – 42 – 43
WhatsApp: +971 52 398 7781

Millennium Solutions Training Center FZ-LLC
Block 2B, 1st Floor, Office 134, Knowledge Park, Dubai, UAE

Email: info@mstcme.com

Website: www.mstcme.com





ACCREDITATION



This training course is certified by CPD.

The CPD Certification Service is the leading independent CPD accreditation institution operating across industry sectors to complement the Continuing Professional Development policies of professional institutes and academic bodies. The CPD Certification Service provides support, advice, and recognised independent CPD accreditation compatible with global CPD principles. CPD is the term used to describe the learning activities professionals engage in to develop and enhance their abilities and keep skills and knowledge up to date. CPD Units are only awarded to programmes after each programme is scrutinised to ensure integrity and quality according to CPD standards and benchmarks.

COURSE CERTIFICATE

MSTC certificate will be issued to all attendees completing a minimum of 80% of the total tuition hours of the course.

CPD internationally recognized certificate will be issued for all participants who will meet the course requirements. CPD certificates will be issued within a month of the successful completion of the course.

TRAINING METHODOLOGY

- Expert-led sessions with dynamic visual aids
- Comprehensive course manual to support practical application and reinforcement
- Interactive discussions addressing participants' real-world projects and challenges
- Insightful case studies and proven best practices to enhance learning

LEARNING OBJECTIVES

By the end of this course, participants should be able to:

- Understand the fundamental concepts and terminology of project management.
- Develop project charters and project management plans.
- Plan project scope, schedule, cost, and resources.
- Identify and manage project risks and stakeholders.
- Monitor and control project performance using effective tools.
- Communicate effectively with team members and stakeholders.
- Close projects properly and document lessons learned.

CONTACT US NOW

+971 (4) 4539841 – 42 – 43
WhatsApp: +971 52 398 7781

Millennium Solutions Training Center FZ-LLC
Block 2B, 1st Floor, Office 134, Knowledge Park, Dubai, UAE
Email: info@mstcme.com
Website: www.mstcme.com





COURSE OUTLINE

DAY 1

Introduction to Project Management

- Pre test
- What is Project Management?
- Project vs. Operations
- Project Life Cycle and Process Groups
- Roles and Responsibilities of Project Stakeholders
- Developing a Project Charter
- Project Constraints (Scope, Time, Cost, Quality)
- Exercise

DAY 2

Project Planning Essentials

- Developing a Project Management Plan
- Defining Scope and Creating a Work Breakdown Structure (WBS)
- Creating a Project Schedule: Activities, Sequencing, and Duration Estimation
- Introduction to Gantt Charts and Network Diagrams
- Estimating Costs and Budget Development
- Exercise

DAY 3

Resource, Quality, and Risk Management

- Planning Project Resources and Assigning Responsibilities
- RACI Matrix and Team Management
- Quality Planning and Control
- Identifying and Analyzing Risks
- Risk Response Planning and Risk Register
- Exercise

DAY 4

Communication, Procurement, and Stakeholder Management

- Stakeholder Identification and Analysis
- Communication Planning and Management
- Managing Expectations and Engagement
- Introduction to Procurement Planning and Contract Types
- Vendor Selection and Relationship Management
- Exercise

DAY 5

Project Execution, Monitoring, and Closure

- Executing the Project Plan and Leading Teams
- Monitoring and Controlling Project Work
- Key Performance Indicators (KPIs) and Earned Value Management (EVM)
- Managing Changes and Issues
- Project Closing Activities and Lessons Learned
- Overview of Agile and Hybrid Approaches
- Final Group Project: Presenting a Project Plan and Lessons Learned
- Post test

CONTACT US NOW

+971 (4) 4539841 – 42 – 43
WhatsApp: +971 52 398 7781

Millennium Solutions Training Center FZ-LLC
Block 2B, 1st Floor, Office 134, Knowledge Park, Dubai, UAE

Email: info@mstcme.com
Website: www.mstcme.com

