

**Training Workshop on Project Management**  
**08:30am -03:30 pm**  
**Course Schedule – Day 1**

<b>No</b>	<b>Topic</b>	<b>Duration</b>	<b>Time</b>
1	Opening and Introduction	10 minutes	8:30 – 8:40
2	Pre-test	10 minutes	8:40 – 8:50
3	The Growth of Project Management as a Profession	40 minutes	08:50 – 09:30
4	The Need for a New framing Paradigm	30 minutes	09:30 – 10:00
	Tea break	15 min	10:00 – 10:15
5	Overview of a Business Situation	30 minutes	10:15 – 11:45
6	Project Parameters – Scope, Quality	30 minutes	11:45 – 12:15
	Lunch and prayer	1 hour	12:15 – 01:15
7	Project Parameters – Cost, Time, Resources	1 hour	01:15 – 02:15
8	POS and developing conditions of satisfaction	1 hour	02:15-03:15
	Closing	15 minutes	3:15 – 3:30

**Training Workshop on Project Management**  
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**Course Schedule – Day 2**

No	Topic	Duration	Time
1	Recap of Day 1	10 minutes	08:30 – 08:40
2	Parts of the POS	30 minutes	08:40 – 09:10
3	Establish the Project Goal	30 minutes	08:50 – 09:20
4	<b>S.M.A.R.T.</b> objectives	40 minutes	09:20 – 10:00
	Tea Break	15 min	10:00 – 10:15
7	Parts of an objective statement	70 minutes	10:15 – 11:25
8	Assumptions, Risks, and Obstacles	50 minutes	11:25 – 12:15
	Lunch	1 hour	12:15 – 01:15
9	The Work Breakdown Structure	1 hour	01:15 – 02:15
10	Gantt chart	45 minutes	02:15-03:00
11	Review of Day 2	30 minutes	03:00 – 03:30

**Training Workshop on Project Management**  
**08:30am -03:30 pm**  
**Course Schedule – Day 3**

No	Topic	Duration	Time
1	Recap of Day 2	20 minutes	08:30 – 8:50
2	Practical work with Gantt Charts	1 hour	08:50 – 09:50
3	Role, Responsibilities and Skills of the Project Manager	25 minutes	09:50 – 10:15
	Tea break	15 min	10:15 – 10:30
4	Role, Responsibilities and Skills of the Project Manager	1 hour	10:30 – 11:30
5	Skills of Successful Project Managers	1 hour	11:30 – 12:30
	Lunch Break	1 hour	12:30 – 01:30
6	Best Practices	1.5 hour	01:30 – 03:00
	Post-test / Closing	30 minutes	03:00 – 03:30