

Training
Course

Planning, Organizing & Controlling Projects

Course Plan

Introduction

Effective project management is critical to the success of any organization. This course focuses on three fundamental pillars of project management: planning, organizing, and controlling. Participants will gain practical skills and tools to develop comprehensive project plans, organize resources efficiently, and implement control mechanisms to ensure projects are completed on time, within scope, and budget. Through real-world examples and interactive sessions, this course equips professionals with the knowledge to lead projects successfully and overcome common challenges.

Course Objectives:

- ✓ Understand the essential principles of project planning, organizing, and controlling.
- ✓ Develop detailed and realistic project plans including timelines, budgets, and resources.
- ✓ Organize teams and resources effectively for optimal project execution.
- ✓ Implement project control techniques to monitor progress and manage changes.
- ✓ Use project management tools and techniques to track performance and report results.
- ✓ Identify and mitigate risks to minimize project disruptions.

- ✓ Improve decision-making skills related to project adjustments and problem-solving.
- ✓ Enhance communication and coordination among project stakeholders.

Who Should Attend?

- Reservoir Project Engineer
- Project managers and team leaders looking to strengthen their core project management skills.
- Professionals involved in planning and executing projects across various industries.
- Individuals aspiring to take on project management roles.
- Business analysts and coordinators involved in project support functions.
- Anyone seeking to improve their understanding of project lifecycle management.

Training Methods:

- ✓ Online Video material.
- ✓ Presentation.
- ✓ Live Interactive sessions.
- ✓ Course presenter will make extensive use of all tools that will be needed for the virtual environment.
- ✓ Questions & Answers

Course Outline:

Day One

- Introduction to Project Management
- The Project Life Cycle
- Importance of Planning in Projects
- Defining Project Scope and Objectives
- Work Breakdown Structure (WBS) Development

Day Two

- Project Scheduling Techniques (Gantt Charts, CPM, PERT)
- Resource Planning and Allocation
- Budgeting and Cost Estimation
- Setting Project Milestones and Deliverables
- Organizing Project Teams: Roles and Responsibilities

Day Three

- Leadership and Team Motivation in Projects
- Communication Planning and Stakeholder Management
- Project Risk Management: Identification and Analysis
- Developing Risk Mitigation Strategies
- Project Quality Management Fundamentals

Day Four

- Tools and Software for Project Planning
- Monitoring Project Progress and Performance Indicators
- Change Management in Projects
- Earned Value Management (EVM) Basics
- Managing Project Constraints: Scope, Time, and Cost

Day Five

- Problem Solving and Decision Making in Project Control
- Handling Project Conflicts and Issues
- Reporting and Documentation Best Practices
- Project Closure and Lessons Learned
- Case Studies and Real-world Project Examples

Training Details

Course Duration	5 Days
Pre-Schedule	26 – 30 Jan 2026
Venue	London – Double Tree by Hilton Keinsington
Training Fees Per Person	KWD 1800 (One Thousand Eight Hundred Only)
Course Fees Include	<ul style="list-style-type: none"> ✓ Tuition documentation ✓ Curriculum and Training Handout ✓ Five star Lunch ✓ Completion Certificates ✓ Lunch Included