

# Practical Project Planning and Control



One-week professional development workshop  
15 to 19 April 2024 in Dubai



BRITISH ACCREDITATION COUNCIL  
ACCREDITED SHORT COURSE PROVIDER

PAI is accredited by the  
British Accreditation Council  
for Independent Further and Higher Education

### About the workshop

Project management is the discipline of moving from ideas to results. Projects are a key mechanism by which organisations change and adapt to take advantage of new opportunities or to counter threats. Organisations therefore need skilled project and programme management practitioners for the successful delivery of their strategic initiatives. Successful organisations manage change by integrating proven project and programme methodologies, tools and techniques with their ongoing business operations.

This workshop will equip you with effective strategies, practical tools and techniques to identify, develop, plan control and implement programmes and projects which are aligned to the objectives of your organisation. Project management approaches, such as Agile, are particularly important during times of rapid change and uncertainty.

You will also benefit from extensive practical hands-on experience through group work on a series of realistic case study exercises. The tools and techniques studied are designed to be adaptable to meet an organisation's specific needs and circumstances.

### Who is the workshop for?

The workshop is designed for both project and non-project management staff at all levels who are or who will be involved in the delivery of projects and programmes and who need to gain in-depth knowledge and practical skills and techniques to ensure project success and to develop robust risk management plans to maximise the chances of success.

### How participants will benefit

The workshop will enable you to:

- Increase your capabilities to define, appraise, plan, implement and control programmes and projects to deliver strategic benefits to your organisation
- Effectively plan, control and evaluate a range of programmes and projects
- Identify and avoid the common causes of project failure by applying best practice in project and programme management
- Understand how to manage risks such as COVID-19 and the challenges to managing projects during periods of pandemic
- Develop an excellent basis of knowledge and skills to advance to professional project and programme qualifications such as PRINCE2® or PMI.

### What the workshop will cover

During the workshop you will explore:

- The scoping and objective setting of projects and programmes to ensure a clearly defined link to strategic and organisational goals
- Effective project governance
- Different approaches to project management, including how Agile project management can help to deal with rapid change
- The concepts of project appraisal, finance and costing and other factors that need to be evaluated when deciding whether a project should receive priority
- How to apply effective methods of project planning, scheduling and control
- How to identify and track project and programme benefits using visual mapping techniques
- Effective team management in a project environment, particularly leading and motivating remote project teams in a crisis.

The workshop has been designed to be flexible so that it can be adjusted wherever practicable to your particular requirements and those of your organisation. You will be invited to give a short informal presentation on how project and programme management are practised in your home country.

## Programme outline:

	AM	PM
Day 1	Welcome and introductions The programme and project environment <ul style="list-style-type: none"><li>• Definitions and terminology</li><li>• Project life cycles</li></ul> Types of projects	Project and programme methodologies <ul style="list-style-type: none"><li>• PRINCE2®</li><li>• Managing successful projects</li><li>• PMI</li></ul> Using Agile project management to handle uncertainty
Day 2	Linking policy to project outcomes <ul style="list-style-type: none"><li>• Aligning policy and project objectives</li></ul> Overview of benefits management	Starting a project successfully <ul style="list-style-type: none"><li>• Business cases</li></ul> Financial appraisal
Day 3	Project techniques <ul style="list-style-type: none"><li>• Planning the sequence of delivery</li></ul> Product flow diagrams	Practical planning exercise including critical path analysis and estimating
Day 4	Risk management <ul style="list-style-type: none"><li>• Approaches to justifying projects</li></ul> The importance of risk management	Monitoring and controlling projects <ul style="list-style-type: none"><li>• Information needs</li></ul> Knowing when to stop a project
Day 5	Stakeholder engagement and leading project teams <ul style="list-style-type: none"><li>• Identifying and influencing key stakeholders</li><li>• Communication with stakeholders</li></ul> Project team roles: challenges of managing remote project teams	Review, feedback and scope for follow-up Presentation of certificates of attendance

We reserve the right to change the programme as necessary.

## Workshop Director

The Workshop Director will be Stuart Wilson.

Stuart has over 25 years of experience of managing a variety of projects and programmes which include: IT, business change and construction projects. His main areas of expertise are project planning and control, project leadership, project risk management and strategic planning.

## How to apply

Please complete the PAI application form online via our website:

<https://public-admin.co.uk/booking-form/>

You can also complete our hard copy application form. Please contact us at [pai@public-admin.co.uk](mailto:pai@public-admin.co.uk) to obtain a copy. Once completed please return to Amanda Anderson, Programme Manager, at the same email address.

If you would like to discuss this workshop, any of our other international workshops or our consultancy services, please contact Claire Cameron, Director.

We also have extensive experience of designing tailor-made training (from one day to two or three weeks) which can be run in your own country or in the UK to meet the specific needs of groups or individuals at all levels within your organisation. Please contact us if you would like further information.

### Language

The workshop is conducted in English. You will need to have a good working knowledge of the language.

### Location and arrival arrangements

The workshop is based Dubai. We will confirm the exact location after you have booked a place on the workshop.

### Fees

The tuition fee for this workshop is £2,550. These fees includes tuition, materials and other documentation. It also includes a light lunch and refreshments during each working day as part of the fee.

### Other costs

Airfares and daily travel to and from the workshop venue are not included. Our workshops are non-residential and you are responsible for your accommodation costs. We can help you with booking hotel accommodation so please let us know if you would like us to advise you or make a reservation.

### Value Added Tax

We do not have to charge UK Value Added Tax (VAT) if you can provide written confirmation from your government or its accredited representative that you are "employed by the government in furtherance of its sovereign activities". In all other cases, we will have to charge VAT (currently 20%) in addition to the fee.

### Ways to pay

You, or your government agency, can pay by bank transfer or by cheque, made payable to Public Administration International. We also accept payment by credit or debit card but there is a surcharge for this way of paying. Please contact us if you would like to pay by credit or debit card.

### Discounts

We offer a 10% reduction on the full tuition fee if we receive payment no later than 28 days before the first day of the workshop. If we receive payment after that, we will charge the full tuition fee.

### Cancellation

If you have to cancel your booking, you must let us know in writing and we will acknowledge in writing your cancellation. For cancellations received up to 29 days before the start of the workshop we will refund the tuition fee, minus a charge of £200 to cover our administration costs. For cancellations received within 28 days of the start of the workshop, we will charge the full tuition fee. If you have paid the tuition fee and have subsequently been refused a visa to enter Dubai, we will refund the tuition fee, minus a charge of £200 to cover our administration costs, providing you send us the original letter from the United Arab Emirates Embassy confirming refusal of a visa and providing you have not entered the UAE.

### Substitutions and transfers

If you have booked a place on a workshop and are not able to attend, we will accept an appropriate substitute at any time without penalty but our normal terms and conditions will apply. Also, it is possible to transfer to a future workshop but only one transfer is permitted. Please get in touch with us and we will advise you about transfers.

*Please see our website for our full terms and conditions. If you would prefer a hard copy of our full terms and conditions, please let us know.*

<http://www.public-admin.co.uk/terms-and-conditions-for-booking/>

### Insurance

We advise you to arrange travel and health insurance cover before you leave your home country.

## Who we are

PAI (Public Administration International) specialises in management consultancy, training and development services for organisations in, and associated with, the public sector worldwide. We provide advice and support for governments going through political, economic, structural and legislative change. Our extensive network of associates includes practitioners, academics and independent consultants. Our key objectives are promoting good governance and good practice in delivering public services. This workshop is one of a number of specialist UK-based professional development workshops designed to meet the needs of public services worldwide.

We pride ourselves on our:

- High quality, practical advice and support for our clients
- Professionalism and integrity
- Ability to offer excellent value for money
- Sound experience and track record internationally
- Networks and partnerships across the world
- Flexible, collaborative approach
- Friendliness and focus on putting people first.

## Where we are



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