



# **Certified Project Manager + Preparation to PMP**



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## FACILITIES AND ASSET MANAGEMENT AND ENGINEERING COLLEGE ( FAME )

The College is a specialized center offering internationally accredited programs in facilities management, asset management, and engineering.

By combining theory with practical training, and leveraging global partnerships and modern technologies, the College equips students and professionals with the skills to efficiently plan, operate, and maintain facilities while promoting quality and sustainability.

### OUR GOALS

- **Digital Education:** Advanced programs through online and blended learning.
- **Skilled Workforce:** Practical and scientific training in facilities, asset management, and engineering.
- **Global Partnerships:** Collaboration with leading UK and international institutions.
- **Innovation:** Modern technologies and digital platforms for an enhanced learning experience.
- **Quality & Sustainability:** Improving efficiency and reducing waste.
- **Future Leaders:** Preparing professionals to lead change in service and engineering sectors.

### What We Offer

- **Professional Certifications:** Enabling participants to gain prestigious recognition in facilities management, asset management, and engineering.
- **Professional Training Courses:** Designed to global standards, combining theory and practice to deliver immediately applicable workplace skills.
- **Academic Programs & Professional Certifications:** Tailored to meet the needs of individuals and organizations through online, blended, or in-person learning.



# PROFESSIONAL CERTIFICATION CERTIFIED PROJECT MANAGER

A comprehensive training program designed to equip participants with essential knowledge and skills in project management, including planning, organizing, monitoring, and controlling various types of projects.

The program focuses on modern project management tools and techniques such as Gantt charts, risk and budget management, as well as an introduction to Agile and Scrum methodologies.

## Target Audience

- Professionals seeking to enhance their project management skills
- Recent graduates aspiring to enter the project management field
- Entrepreneurs and managers needing project management expertise
- Employees across sectors involved in project management activities

## Program Structure

- **Total Duration:** 8 weeks
- **Total Training Hours:** 40 hours (5 hours per week)
- **Program Structure:**
- **Three Core Courses:** Focused on essential competencies in facilities management.
- **One Elective Course:** Choose from a range of specialized topics to customize your learning experience.
- **Capstone Project:** A hands-on project integrating theoretical knowledge with practical applications.
- **Comprehensive Final Exam:** Ensures mastery of both practical and theoretical skills.
- **Seminar:** An interactive session covering advanced industry topics.



## Program Contents:

### First: Core Courses

#### 1. Introduction to Project Management



##### **Course Overview**

This course explores the role of facilities and asset management in supporting organizational strategy through integrated, sustainable, and efficient infrastructure management.

##### **Duration**

4 Weeks (3 Weeks of Study + 1 Week of Projects & Practical Applications)

##### **Learning Objectives:**

- Understand the basic concepts of project management and the project life cycle.
- Identify the roles and responsibilities of a project manager.
- Explore the importance of project management in today's business environment

##### **Key Topics**

- **Project Definition & Management:** Difference between projects and operations, and the role of project management in achieving objectives.
- **Project Life Cycle:** Initiation, planning, execution, monitoring, and closure.
- **Stakeholders:** Identifying key stakeholders and effective communication.
- **Organizational Structures:** Types and their impact on project management.
- **Project Ethics:** Commitment to integrity and transparency.

##### **Learning Activities**

- **Interactive Lectures** – Clear, engaging sessions
- **Case Studies & Discussions** – Real-world examples
- **Stakeholder Analysis** – Practical exercises
- **Project Life Cycle** – Applied scenarios

##### **Learning Outcomes**

- Ability to define a project and its key phases.
- Understand the project manager's role and the importance of effective communication.
- Ability to identify key stakeholders in any project.



## 2. Use Gantt Charts for Project Planning

### Course Overview

This course teaches participants to create and use Gantt charts for project planning, track progress with tools like MS Project or Excel, and manage deviations effectively.

### Duration

4 Weeks (3 Weeks of Study + 1 Week of Projects & Practical Applications)

### Learning Objectives:

- Create and interpret Gantt charts
- Organize tasks and timelines accurately
- Identify dependencies and the critical path



### Key Topics

- **Project Planning:** Define scope, create WBS, and estimate durations.
- **Gantt Chart:** Shows tasks, duration, sequence, dependencies, and resources.
- **Critical Path:** Identify activities affecting delivery date and manage delays.
- **Progress Tracking:** Compare baseline vs. actual and use reports to detect variances.
- **Tools:** Microsoft Project, OpenProject, TeamGantt.

### Learning Activities

- **Hands-on Workshops:** Break down a small project (e.g., event planning or website creation) into tasks, set durations, and build the Gantt chart using Excel or a project management tool.
- **Dependency Exercises:** Define task relationships and map the critical path.
- **Case Study Analysis:** Review a real project Gantt chart, discuss common mistakes, and suggest schedule improvements.
- **Group Review:** Update the chart based on scope or resource changes.

### Learning Outcomes

- Develop a complete Gantt chart including all main and sub-tasks, dependencies, and assigned resources.
- Use the chart to set execution priorities and allocate resources efficiently.
- Track project progress and compare actual results with the baseline to identify and correct deviations

### 3. Project Risk and Budget Management

#### Course Overview

The course enables participants to apply the project risk management cycle—from identifying, analyzing, and assessing risks to developing and monitoring response plans—while also preparing realistic project budgets and controlling costs to ensure project success.

#### Duration

4 Weeks (3 Weeks of Study + 1 Week of Projects & Practical Applications)

#### Learning Objectives:

- Understand the risk management process and apply techniques for identifying and analyzing risks.
- Prepare a realistic project budget and monitor costs.
- Develop effective response plans to ensure project success.

#### Key Topics

- Project risks and types: sources and impact.
- Risk management process: planning, analysis, response, monitoring.
- Risk analysis tools: SWOT, Monte Carlo.
- Cost estimation and realistic budgeting.
- Cost monitoring and control.
- Managing project changes and plan adjustments.

#### Learning Activities

- **Risk identification workshops:** practical activities to spot real project risks.
- **Response plan exercises:** creating solutions to reduce risk impact.
- **Case studies:** analyzing successful and failed examples of risk and budget management.
- **Spreadsheet training:** calculating costs and tracking expenses.

#### Learning Outcomes

- **Risk identification and mitigation:** create a risk register and clear action plans.
- **Realistic budgeting:** build and monitor an accurate project budget.
- **Informed financial decisions:** use data and analysis to guide decisions.



## 4. Preparation to PMP

### **Course Overview**

This course provides a comprehensive preparation for the Project Management Professional (PMP®) certification. It introduces participants to PMI's Project Management Body of Knowledge (PMBOK® Guide), emphasizing project processes, knowledge areas, and exam strategies. Participants will gain practical understanding of project initiation, planning, execution, monitoring, and closing, along with tips to successfully pass the PMP® exam.

### **Duration**

4 Weeks (3 Weeks of Study + 1 Week of Projects & Practical Applications)

### **Learning Objectives:**

- Understanding PMI project management principles and framework
- Learning the 10 knowledge areas and 5 process groups from the PMBOK® Guide
- Mastering project management tools, terminology, and best practices
- Developing strategies for the PMP® certification exam
- Practicing mock questions and simulations aligned with the PMP® exam format

### **Key Topics**

- **Introduction to PMP® and PMI framework**
- **Project environment and role of the Project Manager**
- **Integration, Scope, Schedule, Cost, and Quality Management**
- **Resource, Communication, Risk, Procurement, and Stakeholder Management**
- **Agile and Hybrid approaches in modern project management**
- **PMP® exam structure, question types, and exam-day tips**

### **Learning Outcomes**

- Apply project management processes and tools effectively in real-world scenarios
- Demonstrate a strong understanding of PMI standards and terminology
- Evaluate and manage project constraints (scope, time, cost, quality, risk, etc.)
- Confidently attempt the PMP® exam using effective preparation and time management strategies

## Capstone Project

### Project Description

Plan a simple project using Gantt charts, risk management, and budgeting tools, applying all concepts learned to create a comprehensive project plan.

### Required Deliverables

- Detailed project plan document.
- Project Gantt chart with tasks, dependencies, and timelines.
- Risk analysis with response plan.
- Estimated project budget.

### Evaluation

The project will be evaluated based on concept application, clarity of the plan, realistic estimates, and risk analysis quality.

## Final Exam

### Description

A multiple-choice exam covering project management fundamentals and key concepts discussed throughout the program.

### Outcomes

Providing correct answers to all exam questions.

### Evaluation

The exam will be evaluated based on the number of correct answers

## Evaluation & Criteria

### Program Completion Criteria

- Attend at least 80% of training hours
- successfully complete the final project
- score a minimum of 60% on the final exam.





## Evaluation Method

- Class participation and assignments (20%):
- Evaluation of participants' engagement during lectures and workshops, as well as the quality of assignments and practical applications.
- Final project (50%):
- Comprehensive evaluation of the submitted project plan, the application of learned concepts and tools, and the clarity of deliverables.
- Final exam (30%):
- Assessment of participants' theoretical knowledge of project management fundamentals and key concepts.



## Mode of Delivery

Implementation Approach:

Teaching Methods:

- Interactive Lectures: Present and explain theoretical concepts.
- Hands-on Workshops: Apply tools and techniques in a practical setting.
- Case Studies: Analyze real-world project management scenarios.
- Group Discussions: Exchange experiences and ideas among participants.
- Practical Projects: Apply acquired knowledge to real or simulated projects.

Learning Materials:

- Presentations (PowerPoint slides).
- Reading materials and specialized articles.
- Supporting templates and tools (e.g., Gantt chart templates, risk registers).
- Specialized software (e.g., Microsoft Project or open-source alternatives).

## Certifications

Participants who successfully complete the program will receive a Certificate of Completion issued by the program provider.

### Sample Certificate for Participants



# JOIN US TODAY!


You will be prepared to advance your career and join the project management program.


Our programs are specially designed to equip you with the knowledge and practical skills needed to succeed both locally and internationally.

## Your next step starts here:

- Choose the program that suits you.
- Contact us for registration and inquiries.
- Begin your journey toward an accredited certificate and broader career opportunities.

## Contact Details

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