

Subject: PMP® preparation course offer

Good day from Ocean Training and Consulting Group.

We are pleased to bring to you the following training course offer:

Course Title	Duration	Starting Date	Ending Date	Price JD
PMP® preparation course	٥:٢٠pm - ٨:٣٠pm	٢٨/٥	١٤/٦	٣٧٥

\*Special offer, a collection of rich materials and test simulation program. Trainers have ١٥+ years of experience

Our training courses are unique and provide the best value for the money. Our trainers and facilitators combine their knowledge and expertise to bring progress and development to yourself and to your organization and will ensure that every aspect of program development meets and exceed your needs and expectations.

Kindly find attached the course outline.

For more information or clarifications, please do not hesitate to contact us.

Best Regards,

Moayad Dassan

# Project Management Professional PMP® Course Description

## *Course Objectives*

- To train participants on project management skills and the world best practices in this field as described by the Project Management Institute – PMI, in their 4<sup>th</sup> edition of the PMBok
- To prepare participants to pass the Project Management Professional – PMP course, an accreditation gained by more than 200,000 professionals around the world.



## *Course Duration*

40 training hours including practical exercises and workshops, devoted into 10 training days, 4 hours per day.

## *Attendees*

This course is aimed for all professionals working in project management field, ranging from project management team members to project managers to project management department heads, who are willing to bring up their skills to the highest scale of professionalism, coping with world-leading standards, and to pass the PMP test – the most respected accreditation in project management.

## Course Contents

Time	Topics
Day ١	Introduction Project Management Processes Exercises
Day ٢	Project Integration Management Workshops & Exercises
Day ٣	Project Scope Management Workshops & Exercises
Day ٤	Project Time Management Overview of MS-Project ٢٠١٠ Workshops & Exercises
Day ٥	Project Cost Management Workshops & Exercises
Day ٦	Project Quality Management Workshops & Exercises
Day ٧	Project Human Resources Management Workshops & Exercises
Day ٨	Project Communications Management Workshops & Exercises
Day ٩	Project Risk Management Workshops & Exercises
Day ١٠	Project Procurements Management Workshops & Exercises <b>End of Course</b>

## Course Outcomes

At the end of this course participants will be able to:

- ✚ Apply best practices in the field of project management.
- ✚ Understand strategies and techniques for managing projects and how to apply them in real projects.
- ✚ Analyze project requirements using modern requirements analysis and produce professional requirements specifications.
- ✚ Participate in developing time management plans for projects and developing project schedule.

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- ✚ Participate in developing cost plans for projects and submit professional reports to monitor and control these plans.
  - ✚ Participate in developing communication management plans according to professional standards.
  - ✚ Participate in developing Human Resource plans and staffing management plans and execute them to ensure successful project outcomes.
  - ✚ Participate in developing Quality management plans and execute them to control the outcomes of the project and ensure they match stakeholder requirements.
  - ✚ Participate in developing risk management plans and applying risk responses in different stages of the project.
  - ✚ Participate in developing procurement/purchasing management plans and execute them, and understand negotiation skills and contract management.
  - ✚ Participate in project closing processes and gathering lessons learned from each project and document them in high professionalism coping with international standards.

**Eng. Ma'moun A.M-MBA, PMP®**

**Key Expertise**

- ✓ Project manager for more than ٦٠ EU funded projects.
- ✓ Kaizen project manager for two projects funded by JICA
- ✓ ISO٩٠٠١ project manager for more than ٥٠ projects.
- ✓ Certified Project Management Professional (PMP) from the PMI
- ✓ Technical evaluator for more than ٣٠٠ project proposals.
- ✓ Wide experience in management consultations and quality management systems
- ✓ Wide experience in business plans and feasibility studies
- ✓ Have a wide experience and exposure to most organizations practices and activities (Manufacturing companies, contracting companies, banks, ministries, chambers of industry, insurance and other services)
- ✓ Wide experience in Organization and Human Resources Systems
- ✓ Experience in conduct training courses in strategic management, project management, feasibility studies and ISO ٩٠٠١.

**EDUCATION**

- ❖ MBA - University of Jordan
- ❖ B.Sc. in Industrial Engineering - University of Jordan

**CERTIFICATION**

- ❖ Certified PMP® from the PMI
- ❖ Certified Kaizen Expert from Japan International Cooperation Agency

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## **WORK EXPERIENCE**

٢٠٠٤- till now

*EU-Funded Programs that provide technical and financial support to SME's*

*Project Manager*

- ✓ Engaging in project selection process as a technical evaluator
- ✓ Establishing a project management plan for the selected projects
- ✓ Managing and control the project execution
- ✓ Reviewing and evaluating deliverables such as studies and systems.
- ✓ Reviewing and authorizing procurement procedures (as a procurement approval committee member)
- ✓ Reviewing and authorizing the reimbursement requests.
- ✓ Preparing monthly progress reports
- ✓ Providing coaching and training for subordinates

١٩٩٨- ٢٠٠٤

**Management Consultant in an international consultation firm**

**Projects Manager**

**Duties:**

- ✓ Designing and managing QMS projects such as ISO٩٠٠١ and quality improvement projects
- ✓ Conducting most types of management and industrial consultations such as: feasibility studies, market research, financial analysis, productivity improvement studies, time and motion studies, governmental procedures simplification, Business process reengineering, cost accounting systems, Supply Chain Management, Quality Audits ... etc
- ✓ Quality assurance manager for two years.

**Member ship:**

- Member in Project Management Institute (PMI)
- Certified PMP from PMI
- Member in the Jordanian Engineers Association

### **Computer Skills**

- Microsoft applications: Excel, Word, PowerPoint, Access, SPSS, Visio
- Programming languages: Visual Basic and Oracle
- Microsoft Project Management.

### **Languages**

Fluent in both Arabic and English