



PM269: Certified Project Director (CPD)



Training Description:

The Certified Project Director (CPD)[™] is globally recognized and is considered to be the most prestigious level of project management credential, which is designed for senior and experienced project management executives, who want to go beyond the PPM & other business / project management certifications.

The CPD certification allows experienced senior managers and executives to acquire new skills and advanced techniques in managing and controlling today's complex project and management issues – from managing risks and quality to managing scope and budgets. Whether you are managing a group of project managers, managing multiple projects or looking for a career path towards being a Project Director, you're on the right track! With common challenges in managing scope, risk, budgets and cost, a project team can be directed to be more focused and successful.

Senior and experienced project and management executives who want to go beyond the Professional level in Project Management certification to become globally recognized can seriously consider this certification.

Training Objectives:

By the end of the training, participants will be able to:

- ✓ Learn project leadership techniques
- ✓ Have project lifecycle in-depth focus
- ✓ Utilize matrices to support projects
- ✓ Identify gaps and utilizing strengths
- ✓ Simplify complex communications
- ✓ Manage project change
- ✓ Document Issues
- ✓ Manage risk effectively
- ✓ Know the tools for managing multiple projects
- ✓ Learn technology needs assessment
- ✓ Learn in-depth details of Life-cycle phases and process
- ✓ Use techniques to best align organizational goals with projects and project manager competencies
- ✓ Get the right information to the right people the right way
- ✓ Learn how to better manage project scope
- ✓ Establish valuable project cost management processes
- ✓ Adapt the Leadership way to establish personal goals

Training Designed for:

This course is intended for Project Managers who manage multiple projects, Project Sponsors, Project Steering Group/Project Board members, Project/Business Owners and Senior Stakeholder.

Training Program:

FIVE DAYS:

❖ Module 1 – Introduction

- When is a project a project and not an organizational activity?
- What additional information would make the “projects” become “operational activities”?
- Project Lifecycle phases?





- Project Processes
- Project Management Fundamentals
- Top 10 qualities of a Project Manager
- The Project Team's Key Players
- Scope
- What is a Scope Creep?
- Five Scope Management Process for a Project Director
- Budgets and Cost (Estimate Costs, Determine Budgets, Control Costs)
- Fundamentals of the Project Life Cycle
- ❖ **Module 2 – Aligning Goals, Projects and Competencies**
 - The Alignment Matrix
 - Rank the Priorities
 - Identify the top 3 skills needed to Manage each Project
 - Establish the Organizations 10 Core Competencies
 - Align the Project Skills by relating it to a Competency Value
 - Comparing listed strengths versus project skills to complete the Matrix
 - Comparing listed strengths versus project skills to complete the Matrix
 - Identifying gaps and Utilizing strengths
- ❖ **Module 3 – Organizing Multi-Project Communications**
 - The Delivery of Information involving Multiple, Ongoing Projects
 - Influences on Communicating
 - Getting the Information to the Right People the Right Way
 - Completing and Simplifying the Communication Matrix
 - Communicating Issues; and, Managing and Documenting Change
 - Issue Log Document
- ❖ **Module 4 – Managing Risk Communications**
 - Introduction to Managing Risk
 - 'What is it and Where' can I find it?
 - Probability and Impact
 - Risk Matrix
 - Tools for Managing Multiple Projects
 - Project Management Technology
 - Technology Needs Assessments
- ❖ **Module 5 – Tools for Managing Multiple Projects**
 - Project Management Technology
 - Technology Needs Assessments
- ❖ **Module 6 – Leadership**
 - Establishing Goals
 - Examining the Role of a Project Director
 - Project or Practice Management Roles
 - Project Accounting Roles
 - Examining the Qualities of an Effective Leader
 - Professional Qualities for a successful Project Director
 - Career Path Competencies for a successful Project Director



- Organizational Responsibilities
- ❖ Course Conclusion
- ❖ Final Examination and EVALUATION

Training Requirement:

“Hand’s on practical sessions, equipment and software will be applied during the course if required and as per the client’s request.”

Training Methodology:

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:-

- 30% Lectures, Concepts, Role Play
- 30% Workshops & Work Presentations, Techniques
- 20% Based on Case Studies & Practical Exercises
- 20% Videos, Software & General Discussions
- Pre and Post Test

Training Certificate(s):

Internationally recognized certificate(s) will be issued to each participant who completed the course.

Training Fees:

As per the course location - This rate includes participant’s manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Note: The 5% VAT (Value Added Tax), will be effective starting 01st of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.

Training Timings:

Daily Timings:

07:45 - 08:00	Morning Coffee / Tea
08:00 - 10:00	First Session
10:00 - 10:20	Recess (Coffee/Tea/Snacks)
10:20 - 12:20	Second Session
12:20 - 13:30	Recess (Prayer Break & Lunch)
13:30 - 16:00	Last Session

For training registrations or in-house enquiries, please contact:

aisha@cmc-me.com / training@cmc-me.com

Tel.: +971 2 665 3945 / 643 6653 | Mob.: +971 52 2954615

Training & Career Development Department