CBP™ Professional – Master Level
Project Management

Course Overview

The CBP™ Project Management Course equips the business professionals and project managers with leading methodologies and practices in the project management field. Project management is a requirement for professionals in many fields, with many employers now identifying project management skills as vital for corporate success.

Whether you are a business executive or an information technology professional, the CBP™ Project Management certification will enable you to advance your career and develop your professional skills.

Course Objectives

The CBP™ Professional-Project Management training program aims to prepare trainees, especially those who have recently joined the field. The program provides the trainees with the basic principles, concepts and methodologies in the field of project management and refines their skills by introducing them to the latest methodologies that allow them to make the most of their expertise as follows:

- Ability to establish a good project
- Develop project planning skills
- Ability to build and manage teams
- Ability to motivate team members
- Understand the requirements of the project implementation phase
- Understand the requirements of the project closing phase

Course Outcomes

At the end of this training program, you will be able to:

- Review different ways of selecting projects
- How to establish and plan the project
- Practice and ability to plan time and finance effectively
- Practical practice of project control and development
- The ability to understand the types of contracts and mechanisms of contracting and supervision and receipt
- Integrate information, analyze project plan and evaluate its success and implementation
- Identify tasks and work related to the project and build teams and motivate them
- Project launch and follow-up

Who Should Attend?

This course is recommended for project managers, executives, leaders, project team members as well as analysts and business managers.

Course Duration

The duration of this program is **25 training hours**. The training hours vary according to the schedules of the certified and Authorized CBP- Certified Business Professional centers.

Course Language Delivery
This course is delivered in English Language by certified CBP™ trainers.

Pre-requisites
This course requires that students meet the following prerequisites:
1. The candidate must have a commitment to the pursuit of excellence.
2. The candidate must have completed a high school or secondary school diploma or similar educational standards.
3. The trainer must be a CBP™ at ATP accredited training center or a candidate to be a CBP™

What you will receive
Students will receive an official course manual for post class reference and review.

Certification Preparation
The CBP™ Project Management Course covers the four essential aspects of project management required for the CBP™ Professional Project Management Certificate:
- Project establishment stage
- Project planning stage
- Project implementation phase
- Closing phase of the project

International Certified Business Professional Exam – Project Management
This module prepares candidates to sit for the Certified Business Professional exam - CBP™ E10-706.

You need also to complete the following courses to obtain Certified Manager Certification.
- CBP™ Executive Track
- CBP™ Marketing
- CBP™ Business Management
- CBP™ BIS Track

Where can I study this program?
Candidates can study the Business Professional Program and obtain a CBP™ Project Management Certified Business Professional at any of the accredited centers throughout the MENA region.

For a list of accredited training centers, please visit our website: www.ibta-arabia.com

Course Outlines

Module 1: Introduction to Project Management
- What is a Project?
- Project Management
- Project Constraints
- Understanding the Nature of Projects
- The Project Life Cycle
- Project Identification

Module 2: The Project Initiation Stage
- The Project Initiation Stage
- Identifying What has Triggered your Project
- Project Management Roles
- The Project Definition Document
- The Product Description
- Determining Project Goals
- Brainstorming and Consultation: Determine Goals
- Determining Project Specifications
- Determine Project Deliverables
- Determine Project Constraints
- Determine Project Assumption
- Presenting Your Business Case
- Speaking to the Business Need
- Presenting the Business Case
- Completing the Project Definition Document

Module 3: The Project Planning Stage
- The Planning Stage
- Determine the Scope of Work
- Scope Management Plan
- The Work Breakdown Structure (WBS)
- Creating the Work Breakdown Structure, WBS
- Unique WBS Identifiers
- Determine Deliverable-Specific Task List
- Define Task Descriptions
- Planning the Time Element
- Time Estimates
- Time Estimate: Mathematical Method, PERT
- PERT Calculations
- Buffer Time
- The Project Schedule
- Project Schedule Charts
- Updating Project Assumption & Time Constraints
- Planning the Cost Element
- Resource Identification
- Cost Estimation Methods
- Administrative Costs
- Buffer Costs
- Procurement Plan
- Human Resource Management Plan
- Project Cost Constraints and Assumptions
- Assigning Resources and Responsibility
- Planning the Quality Element

Module 4: Team Building for Project Leaders
- Team Building
- Leadership vs. Management
- Responsibilities of a Team Leader
- Team Building Benefits
- Team Selection
- Team Communication
- What is Conflict Resolution?
- Motivating Teams
- Coaching Teams

Module 5: Motivation
- Motivation
- Desires and Needs
- Encouraging Performance
- Morale
- Improving Morale
- Building Loyalty in Teams

Module 6: Implementing the Project Plan
- Implementing the Project Plan
- Implementing the Procurement Plan186
- Quality Control and Assurance Measures
- Business Communication Model
- Performance Tracking1
- Earned Value Analysis
- Change Management
- Budgetary Control Measures
- Implementation Stage: Project Management Areas

Module 7: The Closing Stage
- Acceptance of Deliverables
- Releasing Resources
- Acceptance of Contracts
- Disassembling Project Team Members
- Project Documentation

LEARNING OUTCOMES ASSESSMENT

Purpose
Evaluate and Assess results of Training to identify the level of improvement and enhancement of trainee competencies.

Scope
- Measure the validity of the intended skill deliverance
- Consistency & reliability of results
- Actionable information specific to course learning outcomes

Evidence of Learning
Outcomes are defined in terms of the:
- Knowledge
- Comprehension
- Application
- Analysis
- Synthesis
- Evaluation

Knowledge	• Introduction to Project Management and its importance • Define main project terms • Outline steps of project management process
Comprehension	• Identify project team and their roles and responsibilities • Discuss different stages of project • Explain specifications of each stage
Application	• Select a specific project and determine its feasibility • Defines the responsibilities of managing this project • Determine how the three parameters of this project are controlled • Illustrate project management terms • Examine different factors affect the project
Analysis	• Breakdown project constrains, specifications and deliverables
Synthesis	• Design system and teams to manage project • Prepare business plan • Integrate what is learned in your work environment
Evaluation	• Assess your organization's current position in dealing with project management • Assess your organization's need to incorporate project management practices into future plans • Evaluate plans, teams and deliverables • Assess all factors affect project management

Methods and Criteria to Assess Outcomes
1. Online Exams
2. Short questions directed to specific learning objectives
3. A Question should be answered in less than 1.5 minutes
4. The English and Arabic versions of the exams both reflect the same value
5. Timely use of the results to make Improvements

Baseline Information
The result statements clearly indicate whether they meet the criteria by passing international tests and scoring 70% as a measure of the minimum skills acquired during training

Who will Interpret Results

The CBP™ International Business Professional certification is conducted by PROMETRIC and through accredited testing centers around the world. The tests measure the level of professionalism and skills and the basic competency level required for CBP™ certification.
All certificates are endorsed and issued by International Business Trading Association (IBTA)

Measurement Methodologies:

- Role Plays
- Case Studies
- Scenarios
- Workshops
- Online Practice/Prep Exam
- Online Post/Prometric Exam
- Videos

Communication of Results

An Email with results is sent to trainee once the exam is completed….