CINPAA | INTERNATIONAL COOPERATIVE FOR TRAINING & CONSULTING

سينبا | التعاونية الدولية للتدريب والاستشارات



Training programme:

Project Management

Delivered in several cities and dates

OUR INTERNATIONAL PARTNERS:

ISDE Law Business School High Performance Education
Higher Institute of Law and Business (ISDE)

Professional Development Institute
Professional Development Institute

Universidad Camilo José Cela
Camilo José Cela University

SEK EDUCATION GROUP

ISO 29993:2017 Learning services for non-formal education and training

ISO 9001:2015

Project Management

About the programme:

Project Management.©. Course Content Initiating a project Establishing the objectives and scope of work Defining the needs of stakeholders Triple Constraints - Time, Cost, Scope Establishing a clear business case Agreeing key roles and responsibilities Project Attributes Project Schedule Planning Strategic planning & prioritization Risk Identification Analysis & Management Contingency Reserve Fact Finding - PESTO, SWOT, etc The Process of Making Decisions How to Make Better Decisions! Case study A Strategy Model A Compelling Strategic Vision The Mission Measuring Success Strategic Objectives

Objectives:

Developing participants' skills, knowledge, values and professional approaches in:

a. Define a project scope and an agreed set of deliverables.

b. Build a work breakdown structure and responsibility allocation.

c. Develop a schedule linking task dependencies and resource needs.

d. Assess project risks and plan practical responses.

e. Review progress against scope, schedule and cost baselines.

Target audience:

a. Project managers and coordinators.

b. Team leaders responsible for project deliverables.

c. Business specialists contributing to project planning and control.

Daily programme:

• Day 1: Initiating the project and defining scope

a. Establishing project objectives, scope of work and agreed deliverables

b. Defining stakeholder needs and agreeing key roles and responsibilities

c. The triple constraint of time, cost and scope and the attributes of a project

d. Establishing a clear business case that justifies the project

e. Case study: reviewing a project that failed because scope and deliverables were never agreed

f. Day output: project charter with scope statement and deliverables

• Day 2: Strategic alignment and project objectives

a. Linking projects to a strategic vision, mission and strategic objectives

b. Strategic planning and prioritisation of competing project proposals

c. Setting SMART project objectives and defining how success will be measured

d. Fact finding with PESTO and SWOT before committing resources

e. Workshop: prioritising a portfolio of proposed projects against strategic objectives

f. Day output: prioritised project list with SMART objectives

• Day 3: Work breakdown, scheduling and resource estimating

a. Building a work breakdown structure from the agreed deliverables

b. Allocating responsibilities with a responsibility assignment matrix

c. Project schedule planning: dependencies, durations and the critical path

d. Techniques for estimating resources, effort and cost in projects

e. Workshop: building the work breakdown structure and network schedule for a case project

f. Day output: work breakdown structure and baseline schedule

• Day 4: Project risk management and decision-making

a. Risk identification, analysis and the choice of practical responses

b. Contingency reserves: how to size them and when to draw on them

c. The process of making decisions and how to make better project decisions

d. Creative problem solving when the plan meets unexpected obstacles

e. Workshop: completing a risk register and response plan for the case project

f. Day output: project risk register with owners and responses

• Day 5: Monitoring progress and controlling change

a. Reviewing progress against scope, schedule and cost baselines

b. Earned value basics for reading cost and schedule performance

c. Change control and keeping stakeholders aligned during delivery

d. Project status reporting and closing the project with lessons learned

e. Case study: analysing a mid-project status report and deciding on corrective action

f. Day output: progress report and change log template

Training methods and certificates:

Our programmes are built on modern pedagogy that combines theoretical knowledge with practical application, in line with participants' needs and the demands of the workplace. Methods include:

· **Interactive workshops:** analysis of real data and group discussions that strengthen practical understanding.

· **Case studies:** examples from international organisations that highlight real successes and challenges.

· **Realistic simulations:** participants train through professional scenarios that mirror real situations requiring decisions and situation management.

· **Advanced tools and technologies:** hands-on practice with up-to-date training software and tools suited to each field.

Certificates:

On successful completion, participants receive a certificate issued by CINPAA, a training institute officially registered in the European Union, Spain and the United Kingdom.

CINPAA - Cooperative International for Training and Consulting

Our programmes are delivered within academic and professional partnerships, cooperation agreements and memoranda of understanding with a number of academic and professional institutions, including:

• Camilo José Cela University - Spain

• ISDE - Law & Business School - International

• Professional Development Institute - United Kingdom

These partnerships aim to exchange expertise, develop training content and raise programme quality in line with international best practice.

Kind regards,

International Programmes Department

"CINPAA" INTERNATIONAL COOPERATIVE FOR TRAINING & CONSULTING

Course details and registration

Course Details | Registration

Programme	**Project Management**	Course Title
Language	**English**	Course Language
Venue	**Several cities and dates – see the table below**	Venue
Financial offer	**Sent separately, according to the number of participants and the delivery conditions.**	Financial Offer

Registration and confirmation:

To register, please use one of the following:

a. Complete the programme request form on our website.

b. Or send an email from your training department.

c. Or a nomination letter from your organisation.

Send your confirmation by:

Email	info@cinpaa.org
WhatsApp	+34 635 867 686

Our team is ready to advise on accommodation and logistics before and during your stay.

Planned programme dates:

City	Dates
Barcelona, Spain	14 - 18 Dec 2026
Barcelona, Spain	15 - 19 Mar 2027
Barcelona, Spain	07 - 11 Jun 2027
London, United Kingdom	06 - 10 Sep 2027
Cairo, Egypt	06 - 10 Dec 2027

The programme can be delivered in other cities and on other dates to suit your organisation, at the length you need. The cities are listed on the last page.

سينبا التعاونية الدولية للتدريب والاستشارات | CINPAA – International Cooperative for Training & Consulting

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Cities where we deliver our programmes:

This programme can be delivered in any of the following cities, and elsewhere on request.

Albania Tirana, Saranda	**Australia** Sydney	**Austria** Vienna, Hallstatt, Salzburg / Zell am See	**Azerbaijan** Baku
Bahrain Manama	**Belgium** Brussels, Bruges	**Bosnia and Herzegovina** Sarajevo	**Canada** Toronto, Montreal
China Hong Kong, Shanghai, Beijing, Guangzhou	**Croatia** Dubrovnik	**Cyprus** Nicosia, Limassol, Larnaca	**Czech Republic** Prague
Egypt Cairo, Sharm El Sheikh, Alexandria, Hurghada	**France** Paris	**Georgia** Tbilisi, Batumi	**Germany** Munich, Berlin, Düsseldorf, Frankfurt
Greece Athens, Rhodes	**Hungary** Budapest	**Indonesia** Bali, Jakarta	**Ireland** Dublin
Italy Rome, Florence, Milan, Venice, Como	**Japan** Tokyo	**Jordan** Amman, Aqaba	**Kuwait** Kuwait City
Malaysia Kuala Lumpur	**Maldives** Maldives	**Mauritius** Mauritius	**Montenegro** Budva, Kotor
Morocco Casablanca, Marrakech, Tangier, Rabat	**Netherlands** Amsterdam	**Oman** Muscat, Salalah	**Philippines** Manila
Poland Krakow, Warsaw	**Portugal** Lisbon, Porto	**Qatar** Doha	**Russia** Moscow
Saudi Arabia Riyadh, Jeddah, Dammam	**Serbia** Belgrade	**Slovenia** Ljubljana	**South Korea** Seoul
Spain Madrid, Barcelona, Valencia, Alicante, Benidorm, Malaga / Marbella, San Sebastian, Granada, Cordoba, Canary Islands, Seville, Bilbao	**Switzerland** Geneva, Luzern, Zurich, Interlaken, Zermatt, Lugano	**Thailand** Bangkok, Phuket	**Tunisia** Tunis
Turkey Istanbul, Antalya, Trabzon, Bursa, Izmir, Bodrum, Antakya (Hatay)	**United Arab Emirates** Dubai, Abu Dhabi	**United Kingdom** London, Edinburgh, Manchester, Birmingham	**United States** Miami, New York, Los Angeles, Washington