Garnet
Garnet Global Training Center

GGT-PM-119

Project & Contract Management

PMO Setup & Management

إنشاء وإدارة مكتب إدارة المشاريع

Duration	Language	Formats	Hours	Level
5 or 10 days	**English or Arabic**	**Classroom, online, in-house**	**35 / 70**	**Intermediate (management)**

Overview

PMO Setup & Management helps participants move from doing the work to managing it, with planning tools, control methods and reporting that management trusts. Deliver projects on time and budget, and manage contracts without losing value to disputes. Choose 5 or 10 days, classroom or live online, English or Arabic; organisations can also run it in-house and adapt the examples to their own work.

What you will be able to do

- Set up and run PMO Setup & Management as a managed process with clear roles.
- Manage contractors, suppliers and internal customers.
- Plan resources, budgets and schedules realistically.
- Define KPIs and build simple dashboards for management.
- Control risk, quality and compliance in this area.

Who should attend

Project managers, planners, cost engineers, contract and commercial professionals. It suits supervisors, section heads and specialists who manage, or are about to manage, this area.

Key topics

- Scope, schedule and cost baselines
- Risk registers and contingency
- Contract forms and obligations
- Change orders and claims
- Stakeholder reporting
- Tools: Primavera, MS Project, dashboards

Formats and fees

5-day classroom	**USD 4,750**
5-day online	**USD 2,950**
10-day classroom	**USD 8,950**
10-day online	**USD 5,450**
In-house	**Quotation per group**

Fees per participant, excluding VAT.

Register or ask

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Training: training@garnettrainings.com

Web: garnettrainings.com

Sharjah Publishing City Free Zone, Sharjah, UAE

Certificate

Participants who attend at least 90% of sessions and complete the final assessment receive a certificate of completion stating 35 contact hours (5-day) or 70 contact hours (10-day).

5-day outline

Day 1 PMO Setup & Management: the management framework

- Tools: Primavera, MS Project, dashboards
- Group discussion and peer review

Day 2 Planning, resources and budgets

- Scope, schedule and cost baselines
- Risk registers and contingency

Day 3 Performance measurement and control

- Contract forms and obligations
- Measurement and reporting

Day 4 Risk, compliance and improvement

- Change orders and claims
- Hands-on workshop on a workplace challenge

Day 5 Management case study and action plan

- Stakeholder reporting
- Common mistakes and how to avoid them

10-day outline

Day 1 PMO Setup & Management: the management framework

- Tools: Primavera, MS Project, dashboards
- Group discussion and peer review

Day 2 Planning, resources and budgets

- Scope, schedule and cost baselines
- Risk registers and contingency

Day 3 Performance measurement and control

- Contract forms and obligations
- Measurement and reporting

Day 4 Risk, compliance and improvement

- Change orders and claims
- Hands-on workshop on a workplace challenge

Day 5 Management case study and action plan

- Stakeholder reporting
- Common mistakes and how to avoid them

Day 6 Advanced techniques and specialist practice

- Complex cases in depth
- Regional and international case studies

Day 7 Digital tools, data and automation

- Analysis tools and software
- Using AI in this field

Day 8 Benchmarking against international practice

- Global performance benchmarks
- Checklists and templates to take away

Day 9 Capstone project

- Analyse a real challenge from your organisation
- Build the solution and implementation plan

Day 10 Presentations, final assessment and certificates

- Project presentations and review
- Final exam and certificate award

Schedule 2027–2030

Dates	Format	City	Language	Fee (USD)
1–5 Mar 2027	5-day classroom	Amsterdam	English	4,750
9–13 Aug 2027	5-day classroom	Casablanca	English	4,750
6–17 Sep 2027	10-day classroom	Barcelona	English	8,950
6–10 Dec 2027	5-day online	Live online	English	2,950
20 Feb – 2 Mar 2028	10-day classroom	Jeddah	English	8,950
1–12 May 2028	10-day online	Live online	English	5,450
20–24 Aug 2028	5-day classroom	Manama	Arabic	4,750
2–6 Oct 2028	5-day classroom	London	English	4,750
1–5 Jan 2029	5-day online	Live online	Arabic	2,950

Dates	Format	City	Language	Fee (USD)
17–21 Sep 2029	5-day classroom	London	English	4,750
19–30 Nov 2029	10-day classroom	Abu Dhabi	English	8,950
9–13 Dec 2029	5-day classroom	Jeddah	Arabic	4,750
4–15 Mar 2030	10-day classroom	Dubai	Arabic	8,950
8–12 Apr 2030	5-day classroom	Singapore	English	4,750
5–16 Aug 2030	10-day online	Live online	English	5,450
21–25 Oct 2030	5-day classroom	Barcelona	English	4,750

Customised and in-house versions of this course are available on request. garnettrainings.com/en/customise/