Garnet
Garnet Global Training Center

GGT-PM-118

Project & Contract Management

Project Closeout & Lessons Learned

إغلاق المشاريع والدروس المستفادة

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

Overview

Project Closeout & Lessons Learned focuses on how the work is actually done: the methods, checks and decisions practitioners use every day, illustrated with real cases from the region. 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

- Apply the methods and standards of Project Closeout & Lessons Learned to real tasks.
- Interpret data and results correctly and act on them.
- Follow safe, compliant and documented work practices.
- Avoid the mistakes that most often cause rework or failure.
- Share good practice with your team.

Who should attend

Project managers, planners, cost engineers, contract and commercial professionals. Practitioners with one to five years of experience benefit most.

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

WhatsApp: +971 56 674 7382

Email: info@garnettrainings.com

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 Project Closeout & Lessons Learned: principles and standards

- Change orders and claims
- Checklists and templates to take away

Day 2 Methods and tools in practice

- Stakeholder reporting
- Tools: Primavera, MS Project, dashboards

Day 3 Diagnosis and problem solving

- Scope, schedule and cost baselines
- Group discussion and peer review

Day 4 Quality, safety and documentation

- Risk registers and contingency
- Measurement and reporting

Day 5 Workshop, assessment and action plan

- Contract forms and obligations
- Hands-on workshop on a workplace challenge

10-day outline

Day 1 Project Closeout & Lessons Learned: principles and standards

- Change orders and claims
- Checklists and templates to take away

Day 2 Methods and tools in practice

- Stakeholder reporting
- Tools: Primavera, MS Project, dashboards

Day 3 Diagnosis and problem solving

- Scope, schedule and cost baselines
- Group discussion and peer review

Day 4 Quality, safety and documentation

- Risk registers and contingency
- Measurement and reporting

Day 5 Workshop, assessment and action plan

- Contract forms and obligations
- Hands-on workshop on a workplace challenge

Day 6 Advanced techniques and specialist practice

- Complex cases in depth
- Common mistakes and how to avoid them

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
- Regional and international case studies

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)
11–15 Jan 2027	5-day online	Live online	Arabic	2,950
19–23 Jul 2027	5-day classroom	Singapore	English	4,750
20–24 Sep 2027	5-day classroom	Geneva	English	4,750
20–31 Dec 2027	10-day classroom	Abu Dhabi	English	8,950
6–17 Feb 2028	10-day classroom	Riyadh	English	8,950
13–24 Mar 2028	10-day online	Live online	Arabic	5,450
3–7 Jul 2028	5-day classroom	Barcelona	English	4,750
15–19 Oct 2028	5-day classroom	Cairo	English	4,750
1–5 Jul 2029	5-day classroom	Riyadh	English	4,750

Dates	Format	City	Language	Fee (USD)
19–30 Aug 2029	10-day classroom	Amman	Arabic	8,950
17–21 Sep 2029	5-day classroom	Casablanca	Arabic	4,750
8–12 Oct 2029	5-day online	Live online	Arabic	2,950
13–17 Jan 2030	5-day classroom	Riyadh	English	4,750
12–16 May 2030	5-day classroom	Muscat	Arabic	4,750
5–16 Aug 2030	10-day online	Live online	English	5,450
16–27 Sep 2030	10-day classroom	Abu Dhabi	Arabic	8,950

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