Garnet
Garnet Global Training Center

GGT-PM-114

Project & Contract Management

Project Management Fundamentals

أساسيات إدارة المشاريع

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

Overview

Project Management Fundamentals gives newcomers and non-specialists a clear, practical grounding: the core concepts, the vocabulary used on the job and the first tools to apply them. Deliver projects on time and budget, and manage contracts without losing value to disputes. You can join a public session in one of 20 cities or live online, in English or Arabic, or bring the course in-house with examples from your own operations.

What you will be able to do

- Explain the key concepts, terms and standards of Project Management Fundamentals.
- Carry out basic tasks correctly using simple checklists and tools.
- Read and use the documents, forms and data common in this field.
- Know when to escalate and who to involve.
- Communicate confidently with specialists and colleagues.

Who should attend

Project managers, planners, cost engineers, contract and commercial professionals. No prior experience is required; it also suits new hires, graduates and staff moving into this field.

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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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 Introduction to Project Management Fundamentals

- Risk registers and contingency
- Group discussion and peer review

Day 2 Core concepts and terminology

- Contract forms and obligations
- Change orders and claims

Day 3 Basic methods and tools

- Stakeholder reporting
- Measurement and reporting

Day 4 Working safely and correctly

- Tools: Primavera, MS Project, dashboards
- Hands-on workshop on a workplace challenge

Day 5 Practical exercises and review

- Scope, schedule and cost baselines
- Common mistakes and how to avoid them

10-day outline

Day 1 Introduction to Project Management Fundamentals

- Risk registers and contingency
- Group discussion and peer review

Day 2 Core concepts and terminology

- Contract forms and obligations
- Change orders and claims

Day 3 Basic methods and tools

- Stakeholder reporting
- Measurement and reporting

Day 4 Working safely and correctly

- Tools: Primavera, MS Project, dashboards
- Hands-on workshop on a workplace challenge

Day 5 Practical exercises and review

- Scope, schedule and cost baselines
- 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)
15–19 Mar 2027	5-day classroom	Paris	English	4,750
19–23 Apr 2027	5-day online	Live online	Arabic	2,950
8–12 Aug 2027	5-day classroom	Amman	Arabic	4,750
11–22 Oct 2027	10-day classroom	Singapore	English	8,950
10–14 Jan 2028	5-day classroom	Abu Dhabi	English	4,750
17–28 Apr 2028	10-day classroom	Amsterdam	English	8,950
19–30 Jun 2028	10-day online	Live online	English	5,450
6–10 Aug 2028	5-day classroom	Riyadh	English	4,750
11–15 Feb 2029	5-day classroom	Riyadh	English	4,750

Dates	Format	City	Language	Fee (USD)
19–23 Mar 2029	5-day online	Live online	Arabic	2,950
21–25 May 2029	5-day classroom	Istanbul	English	4,750
10–21 Dec 2029	10-day classroom	Abu Dhabi	English	8,950
5–9 Aug 2030	5-day classroom	Dubai	Arabic	4,750
9–13 Sep 2030	5-day classroom	Casablanca	English	4,750
13–24 Oct 2030	10-day classroom	Doha	English	8,950
4–15 Nov 2030	10-day online	Live online	Arabic	5,450

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