



Project & Contract Management

# PMO Setup & Management

إنشاء وإدارة مكتب إدارة المشاريع

Duration

**5 or 10 days**

Language

**English or Arabic**

Formats

**Classroom, online, in-house**

Hours

**35 / 70**

## Overview

PMO Setup & Management is part of the Project & Contract Management track at Garnet Global Training Center. Deliver projects on time and budget, and manage contracts without losing value to disputes. The course is taught in English or Arabic as a 5-day or 10-day program, in classrooms in cities such as Dubai, Riyadh, Cairo, London and Istanbul, or live online, and it can be delivered in-house with examples and exercises built around your own operations.

## What you will be able to do

- Explain the principles, terminology and standards that govern PMO Setup & Management.
- Apply proven methods and tools to real situations from your own workplace.
- Analyse performance gaps, risks and root causes, and choose the right response.
- Measure results with practical indicators and report them clearly to management.
- Leave with a personal action plan you can start using the following week.

## Who should attend

Project managers, planners, cost engineers, contract and commercial professionals.

## 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  | <b>USD 4,750</b>           |
| 5-day online     | <b>USD 2,950</b>           |
| 10-day classroom | <b>USD 8,950</b>           |
| 10-day online    | <b>USD 5,450</b>           |
| In-house         | <b>Quotation per group</b> |

Fees per participant, excluding VAT.

## Register or ask

**WhatsApp:** +971 56 674 7382

**Email:** [info@garnettrainings.com](mailto:info@garnettrainings.com)

**Training:** [training@garnettrainings.com](mailto:training@garnettrainings.com)

**Web:** [www.garnettrainings.com](http://www.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 Foundations of PMO Setup & Management

- Scope, terminology and governing standards
- Scope, schedule and cost baselines

### Day 2 Methods and tools

- Risk registers and contingency
- Contract forms and obligations

### Day 3 Application and case studies

- Change orders and claims
- Tools: Primavera, MS Project, dashboards

### Day 4 Performance, risk and compliance

- Stakeholder reporting
- Measurement and reporting

### Day 5 Workshop, assessment and action plan

- Hands-on workshop on a workplace challenge
- Final assessment and personal action plan

## 10-day outline

### Day 1 Foundations of PMO Setup & Management

- Scope, terminology and governing standards
- Scope, schedule and cost baselines

### Day 2 Methods and tools

- Risk registers and contingency
- Contract forms and obligations

### Day 3 Application and case studies

- Change orders and claims
- Tools: Primavera, MS Project, dashboards

### Day 4 Performance, risk and compliance

- Stakeholder reporting
- Measurement and reporting

### Day 5 Workshop, assessment and action plan

- Hands-on workshop on a workplace challenge
- Final assessment and personal action plan

### 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
- 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) |
|---------------------|------------------|-------------|----------|-----------|
| 15–19 Mar 2027      | 5-day classroom  | Amsterdam   | English  | 4,750     |
| 7–18 Jun 2027       | 10-day online    | Live online | Arabic   | 5,450     |
| 15–19 Aug 2027      | 5-day classroom  | Cairo       | 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     |
| 1–5 May 2028        | 5-day online     | Live online | English  | 2,950     |
| 14–18 Aug 2028      | 5-day classroom  | London      | English  | 4,750     |
| 9–13 Oct 2028       | 5-day classroom  | Amsterdam   | English  | 4,750     |
| 13–24 Nov 2028      | 10-day online    | Live online | Arabic   | 5,450     |

| Dates          | Format           | City        | Language | Fee (USD) |
|----------------|------------------|-------------|----------|-----------|
| 8–12 Jan 2029  | 5-day online     | Live online | English  | 2,950     |
| 18–29 Jun 2029 | 10-day online    | Live online | Arabic   | 5,450     |
| 16–20 Sep 2029 | 5-day classroom  | Muscat      | English  | 4,750     |
| 19–30 Nov 2029 | 10-day classroom | Vienna      | English  | 8,950     |
| 10–14 Dec 2029 | 5-day classroom  | Dubai       | English  | 4,750     |
| 10–21 Mar 2030 | 10-day classroom | Muscat      | Arabic   | 8,950     |
| 15–19 Apr 2030 | 5-day classroom  | Barcelona   | English  | 4,750     |
| 12–16 Aug 2030 | 5-day online     | Live online | English  | 2,950     |
| 9–20 Sep 2030  | 10-day online    | Live online | Arabic   | 5,450     |
| 7–11 Oct 2030  | 5-day classroom  | Dubai       | Arabic   | 4,750     |

Customised and in-house versions of this course are available on request. [www.garnettrainings.com/en/customise/](http://www.garnettrainings.com/en/customise/)