



Project & Contract Management

Project Closeout & Lessons Learned

إغلاق المشاريع والدروس المستفادة

Duration

5 or 10 days

Language

English or Arabic

Formats

Classroom, online, in-house

Hours

35 / 70

Overview

Project Closeout & Lessons Learned 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 Project Closeout & Lessons Learned.
- 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	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: 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 Project Closeout & Lessons Learned

- 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 Project Closeout & Lessons Learned

- 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)
11–15 Jan 2027	5-day online	Live online	Arabic	2,950
8–19 Mar 2027	10-day online	Live online	English	5,450
19–23 Jul 2027	5-day classroom	Abu Dhabi	English	4,750
20–24 Sep 2027	5-day classroom	Barcelona	English	4,750
12–23 Dec 2027	10-day classroom	Jeddah	Arabic	8,950
13–24 Feb 2028	10-day classroom	Manama	English	8,950
20–24 Mar 2028	5-day online	Live online	English	2,950
2–6 Jul 2028	5-day classroom	Riyadh	English	4,750
11–22 Sep 2028	10-day online	Live online	English	5,450

Dates	Format	City	Language	Fee (USD)
2–6 Oct 2028	5-day classroom	Barcelona	English	4,750
7–18 May 2029	10-day online	Live online	English	5,450
1–5 Jul 2029	5-day classroom	Muscat	Arabic	4,750
12–23 Aug 2029	10-day classroom	Doha	English	8,950
16–20 Sep 2029	5-day classroom	Amman	Arabic	4,750
15–19 Oct 2029	5-day online	Live online	Arabic	2,950
13–17 Jan 2030	5-day classroom	Cairo	Arabic	4,750
13–17 May 2030	5-day classroom	Istanbul	English	4,750
19–23 Aug 2030	5-day online	Live online	Arabic	2,950
2–13 Sep 2030	10-day classroom	Paris	English	8,950
7–18 Oct 2030	10-day online	Live online	English	5,450

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