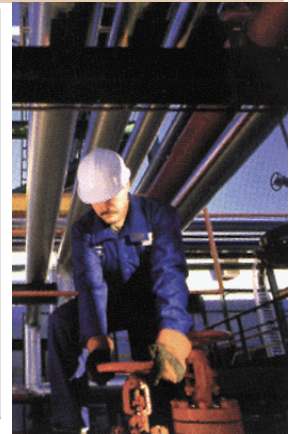
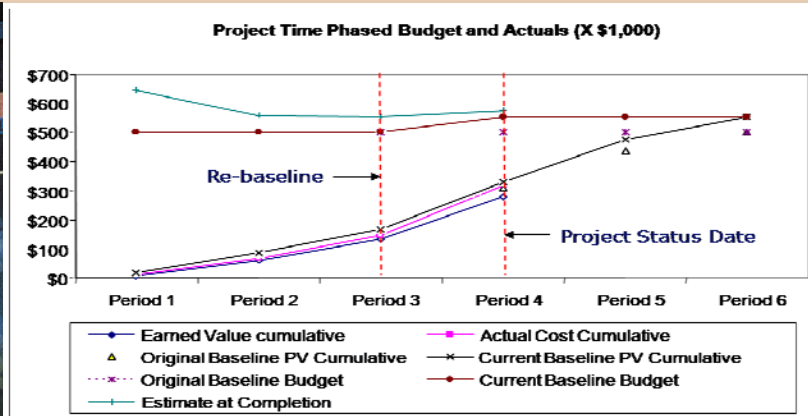
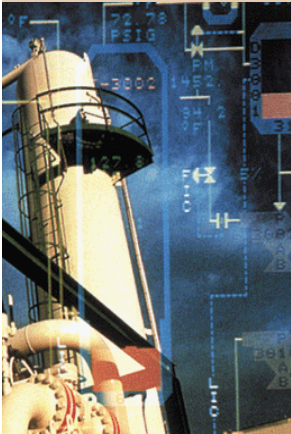


Project Management Principles

Two Day Course



Deliver Projects on time and on budget using World's Best Practice processes and techniques



Our Project Management Training Course

Project management has evolved over the past four decades as the prime method to manage complex multidisciplinary efforts of both a technical or a non-technical nature. This two-day workshop will systematically introduce this extremely useful body of knowledge to both novices and to seasoned practitioners. Modern principles of project management will be covered in accordance with generally accepted international practices such as the Project Management Body of Knowledge (PMBOK®). Additionally, attendees will be shown how to embed life cycle asset management and risk management into the project management process.

Learn How To

- Engage all stakeholders and define Project scope
- Set up your Project so that all personnel involved are aware of their responsibilities
- Ensure Life Cycle Costs and risk are managed through each Project phase
- Set up tollgate checks and balances
- Use work breakdown structures, budgets and earned value management to deliver your Project 'On Time' and 'On Budget'
- Close out your Project and review performance

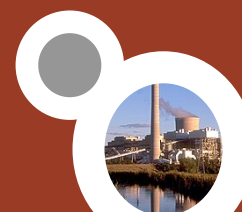
Course Outline

- Defining your Project**— Understanding stakeholder requirements and developing the Project Charter and Scope
- Developing Project Roles and Responsibilities**— Ensuring good Project governance is in place
- The Project Life Cycle**— Managing risk and life cycle costs from the outset of the Project
- Project Phases**— Typical Project milestones and phase deliverables
- Work Breakdown Structures**— Developing a logical hierarchy of Project tasks
- Setting the Project Baseline and Managing Costs and Schedule through Earned Value Management methods**— Ensuring costs and schedule are under control throughout the life of the Project
- Project Closeout**— Realising Project benefits

Designed for

Personnel of all levels and functions involved in planning and delivering complex projects of both a technical and non-technical nature

Tough Times Demand
Smart Solutions



The Asset Partnership Training Programmes

Detailed Course Outline: Project Management Principles

Introduction: Defining Your Project

- ▶ Defining of Project requirements and scope, and agreement with Project Owner
- ▶ Analysing Stakeholders, and appropriate interaction with stakeholders throughout the project

Developing Project Roles and Responsibilities

- ▶ Explicitly nominating the Owner, Manager and Sponsor
- ▶ Defining and agreeing responsibilities and expectations

The Project Life Cycle

- ▶ Agreeing Tollgates and reporting requirements with the Project Sponsor
- ▶ Setting up and actively managing Risk and Issues registers
- ▶ Agreeing the Change Control process
- ▶ Recording Project meetings, including the list of attendees and agreed actions/ dates/ responsibility
- ▶ Assessing Life-cycle costs from the beginning

Project Phases

- ▶ Identifying and justifying true Business needs, not just the Asset Owners' wish list
- ▶ Generating and analysing suitable options before option selection
- ▶ Involving Operators, Maintainers and other stakeholders in the design
- ▶ Consulting Procurement and Contracts specialists at the appropriate times
- ▶ Ensuring purchased items fully meet requirements, not just the minimum cost
- ▶ Executing Work without harm and controlling scope variances
- ▶ Proving the full envelope of requirements during Commissioning
- ▶ Agreeing defects as part of a formal handover to Operations and release of Contractors

Work Breakdown Structures

- ▶ Including both primary and secondary tasks and deliverables, such as Risk Management assessments; Provision of technical information; Storage of spares; Update of the Computerised Maintenance Management System; Reporting and Archiving
- ▶ Matching Work packages to resource groups
- ▶ Determining Work Breakdown detail to adequately define work assignments and include all scope deliverables without causing overly onerous monitoring

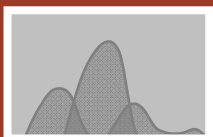
Setting the Project Baseline and Managing Costs and Schedule through Earned Value

Management methods

- ▶ Agreeing the baseline (scope, timeframe, cost)
- ▶ Reporting on-time to meet requirements
- ▶ Measuring work done realistically
- ▶ Understanding available tools for calculations of Earned Value

Project Closeout

- ▶ Issuing Practical Completion and Handover certificates at appropriate stages
- ▶ Comparing actual benefits with the initial claims in the Business Case



Project Management Principles

Two Day On Site Training Course

