

## Delivering Exceptional Project Results

### الأساليب المميزة لتسليم وانتهاء المشاريع

11 – 15 Feb 2018, Dubai

#### Objectives

- ✓ Projects, by definition, have a beginning and an end. Without a formal closure process, projects can drag on as stakeholders strive to include 'just a few more requirements'. These unbudgeted add ons can create serious consequences like: significant impacts to schedules and budgets; sponsor interest declines and the team loses motivation and focus.
- ✓ Any significant changes at this stage of a project should be treated as a second release and a new project. These changes have to be tightly controlled by the project manager.
- ✓ You finally finished a lengthy project and are ready to move on. Right? Well, not so fast! As the project manager, you own responsibility to the sponsor, customer, and team to formally close out the project. Being done with the project does not mean being done with the project management process.
- ✓ Merely finishing a project does not ensure that the organization benefits from the project's outcomes. The next steps in the process is to validate the outcomes and formally report the findings.
- ✓ Describe business reasons supporting formal project closure
- ✓ Understand templates & tools available to support closing the project
- ✓ Understand how to gather data to create and publish Post Implementation Reports

#### Course Outlines

- Project Life Cycle
  - Pre-project phase
  - Planning and design phase
  - Project mobilization phase
  - Project operations phase
  - Project closeout and termination phase
- Project preparation
  - Selection of project delivery system
  - Traditional design–tender–build
  - Design–build
  - Project manager
  - Documents
  - Turnkey
  - Build–own–operate–transfer

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- Joint venture
  - Force account
  - Phased construction
  - Selection of type of contract
  - Lump sum/fixed price
  - Unit price/measure and value
  - Cost plus
  - Time and materials
- Project closeout and termination phase
- Monitoring and control
  - Schedule updating
  - Cost control
  - Cost reports
  - Quantity section
  - Cost section
  - Quality management
  - Documentation and communication
  - Submittals
  - Variations
  - Measurement, progress payments and retainage
  - Contract documentation
  - Communication records
  - Project status documentation
  - Correspondence
  - Materials management
  - Financial management
  - Legal issues
  - Claims process
  - Dispute prevention and resolution
  - Dispute prevention
  - Differing site conditions
  - Delays
  - Contract termination
  - Completing the work

- Closing out the project
- Consent of surety
- Final quantities
- Request for final payment
- Liquidated damages
- Final payment and release of retainage
- Final accounting and cost control completion
- Certificates
- As-built drawings
- Operating and maintenance manuals
- Records archiving and transfer
- Training sessions
- Warranties, guarantees and defects liability period
- Post-project analysis, critique and report

Course Fee :

US\$ 2,950

## الأساليب المميزة لتسليم وانهاء المشاريع

### مقدمة:

المشاريع، من حيث التعريف لها بداية ونهاية. دون عملية الإغلاق الرسمية، يمكن للمشاريع ان تطول مع سعي الجهات المعنية لتشمل "متطلبات اكثر". هذه الإضافة غير المدرجة في الميزانية يمكن أن تخلق عواقب وخيمة مثل: تأثيرات كبيرة على الجداول الزمنية والميزانيات.

ينبغي أن يتم التعامل مع أي من التغييرات على انها مشروع جديد ،. هذه التغييرات يجب أن تخضع لرقابة مشددة من قبل مدير المشروع.