

Managing Project Definition

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Muscat / Sultanate of Oman

It comes as no surprise, that project management is a fundamental element to assure compliance and adherence to the findings that the project was built upon. Nevertheless, in many previous cases, project management failed to achieve what corporates would have hoped, and the reasons are many. One of the reasons to get to know why high caliber experienced project managers fail, is their tendency to overdo it and maybe over complicate simple matters when applying project management practices, well it doesn't take a rocket scientist to manage a simple humble wedding event project, or even managing a new product launch campaign. It's what we take from the project management full fledge that would best fit the corporate needs in the designated project, and that is what is known as "project management tweaking". Now my take in this tailored outline is to focus on few but crucial concepts within the project management spectrum, that when utilized can really make a difference and help in reaching project goals.

Course main objectives:

In the five-day-training syllabus, I intend to cover the following topics

- 1- Agreeing on the project methodology, that charts the stages and phases of the project along with the priorities of each stage.
- 2- Stakeholder management, how to identify, rate the contribution and engagement level that is expected from each of them.
- 3- How to figure out the project main highlights and guidelines in what is in the business case,
- 4- Establishing and forming the project governance, to identify the roles and responsibilities each member from the project team.
- 5- Common approaches in planning that would use previous cases as bench marks.
- 6- Techniques in collecting and gathering requirements and objectives from project stakeholder using different types of meetings.
- 7- Building up the project WBS "work breakdown structure" or scope baseline.
- 8- Writing and agreeing on the induction script in terms of assigned activities.
- 9- Building the logic relationship among project activities to calculate the required duration
- 10- Sorting the project activities based on their priorities "critical-non critical"
- 11- Map and assign the required resources and measure the effort needed per activity (man-hour)
- 12- Calculation of the adequate duration per activity using multiple viewpoints (beta distribution)
- 13- Freezing project plan and starting recording the CWV (Current Working View) chart.
- 14- Generating status reports and report deviation magnitude with recommended actions.
- 15- Project high level reporting and issue log formation.
- 16- Closure

You Will Learn How To

This course is primarily designed for project team members who require a better understanding of project management in their daily assignment. Individuals taking this course should have at least two years of experience working on project teams

Course Outline

During the 5 days the course will cover the following topics

- Introduction
 - What is a Project?
 - What is Project Management?
 - Areas of Expertise
 - Project Management context

- Project Lifecycle and Organization
 - The Project Life Cycle based on PMI methodology, Identification and selection, Project Definition, Project execution, and Production & close out.
 - Project Stakeholders with their responsibility matrix (project governance)
 - Organizational Influences

- Phase 1 Project Identification and selection
 - Business case components
 - Business case development
 - Financial Profitability indicators
 - Opex Vs Capex calculations
 - Different types of costs
 - Cost benefit analysis calculations
 - NPV and IRR indicators
 - ROI and profitability margins
 - Introducing the balanced scorecard
 - Identifying project KPIs
 - Dash board reporting and war room
 - Simulation and case study
 - Introducing the concept of histogram
 - Modeling using the histogram & Pareto

- Phase 2 Project Definition
 - Introducing the scope statement of the work

- Development of WBS
- Assigning activity list per control account
- Developing project network diagram
- Calculation of project Man-days
- Assessment of the project RAM & RACL
- Project Flow chart
- Concepts of OBS and influence of organization process assets
- Calculation of project cost and development of BOQ
- Risk assessment and calculations
- Probability impact matrix
- Calculations of mean, median, variance and standard deviation
- Network simulation

- Phase 3 & 4 Project Execution Control, and closure
 - Control Cost and forecast techniques
 - Quality control charts
 - Schedule control and scenario options
 - Schedule crashing and leveling
 - Closure process and claim management
 - Contract closure and termination
 - Other control techniques (EMV – EV- CPM- PERT)