



# ENGINEERING & CONSTRUCTION PROJECT MANAGEMENT

INDABA LODGE, GABORONE

## PROJECT MANAGEMENT BASICS STEP-BY-STEP

This course is based on the principles of the PMBOK® Guide and aims to introduce project managers to the best practices to be followed when managing projects. It takes the delegate through the project life cycle from the Initial Briefing Phase, Concept Phase, Design Phase, Procurement Phase, Construction Phase and Close-out Phase.

Having been a practicing consultant in project management for more than twenty-five years, our speakers long career in program and project management brought him in contact with various project management methodologies and best practices in private as well as public organisations. Valuing a relaxed and enjoyable learning experience, he loves sharing his passion for project management through actual examples dished up with a touch of humour.

FEB.

17-19, 2020

8:30AM - FINISHED

Book and pay before  
**27 January 2020**  
and get a discount per delegate.

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**PMTA** Project Management Training Africa  
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ECOSA: 3 CPD Points  
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# CONSTRUCTION & ENGINEERING PROJECT MANAGEMENT TRAINING SEMINAR

## DAY ONE

08:00 ARRIVAL & REGISTRATION

08:30 MORNING SESSION

### 1. INTRODUCTION AND DEFINITIONS

- Terms and Definitions
- Project Life Cycles
- Portfolios, Programs and Projects
- Project Management Office
- Project Benefits
- Factors influencing projects
- Operations and Projects

### 2. PROJECT SELECTION

### 3. PROJECT STAKEHOLDERS

- Identifying Stakeholders
- The Role of the Stakeholder
- Stakeholder Analysis

13:00 LUNCH BREAK

14:00 AFTERNOON SESSION

### 4. PROJECT INITIATION

- Project Statement of Work
- Business Case
- Project Charter
- Stakeholder Register

### 5. PROJECT PLANNING

- Estimating Techniques

16:00 END OF DAY ONE

## DAY TWO

08:00 ARRIVAL & REGISTRATION

08:30 MORNING SESSION

### - PROJECT SCOPE PLANNING

- Scope Management Plan
- Requirements Management Plan
- Requirements Documentation
- Requirements Traceability Matrix
- Project Scope Statement
- Work Breakdown Structure
- Work Breakdown Structure Dictionary
- Scope Baseline

### DAY TWO MORNING SESSION CONTINUED...

#### - PROJECT TIME PLANNING

- Schedule Management Plan
- Defining activities, Preparing activity lists and activity attributes
- Project Milestones
- Sequencing Activities
- Estimating Resources Required
- Estimating Durations
- Developing a Network Diagram
- Schedule Baseline

#### - PROJECT COST PLANNING

- Cost Management Plan
- Cost Estimating
- Determining the Budget
- Cost Baseline

#### - PROJECT QUALITY PLANNING

- Quality Management Plan
- Quality Standards
- Quality Metrics
- Quality Checklists
- Process Improvement
- Cost of Quality

#### - PROJECT HR PLANNING

- Seven Basic Quality Tools
- Quality Assurance
- Quality Control
- Human Resources Management Plan
- Organization
- Role and Responsibility Descriptions
- Responsibility Assignment Matrix (RAM)
- Staffing Management Plan
- Resource Calendars
- Training Plan
- Staff Release Plan

13:00 LUNCH BREAK

14:00 AFTERNOON SESSION

#### - PROJECT COMMUNICATIONS PLANNING

- Project Communication Plan
- Communications Skills
- Communications Requirements
- Communications Models
- Communications Technology
- Communications Methods

#### - PROJECT RISK MANAGEMENT PLANNING

- Risk Appetite, Tolerance, and Threshold
- Risk Management Plan
- Risk Identification
- Risk Analysis and Prioritization

Easy ways to register

# CONSTRUCTION & ENGINEERING PROJECT MANAGEMENT TRAINING SEMINAR

## DAY TWO AFTERNOON SESSION CONTINUED...

- Risk Response Planning
- - PROJECT PROCUREMENT PLANNING
- Procurement Management Plan
- Make-or-buy Analysis
- Source Selection Criteria
- Procurement Statement of Work
- Procurement Documents
- Procurement Contracts
- PROJECT STAKEHOLDER MANAGEMENT PLANNING
- Stakeholder Management Plan
- Stakeholder Engagement Assessment Matrix
- THE PROJECT MANAGEMENT PLAN
- Baselines
- Management Plans
- Life Cycle & Methodology
- Tailoring

16:00 END OF DAY TWO

## DAY THREE

08:00 ARRIVAL & REGISTRATION

08:30 MORNING SESSION

### 6. PROJECT EXECUTION

- Acquire Project Team
  - Pre-assignment
  - Negotiation
  - Acquisition
  - Virtual Teams
- Develop the Project Team
  - Training
  - Team Building
  - Colocation
  - Ground Rules
  - Performance Assessments
  - Conflict Management
  - Recognition and Rewards
- Management the Project Team
- Direct and Manage Project Work
- Validate Project Scope
- Control Project Scope
- Change Control
  - Change Control Process
  - Change Control Authority
  - Configuration Control
- Manage Communications
- Manage Risk Response Execution

## DAY THREE MORNING SESSION CONTINUED...

- Conduct Procurements & Vendor Bid Analysis
- Manage Stakeholder Engagement

13:00 LUNCH BREAK

13:30 AFTERNOON SESSION

### 7. MONITORING AND CONTROL

- Tracking Progress
  - Earned Value Management
  - Performance Reviews
- Determining Variances
  - Trend Analysis
  - Root Cause Analysis
- Controlling Baselines and Forecasting
  - Forecasting Methods
  - Controlling Cost and Forecasting (CV, CPI, VAC)
  - Controlling Schedule and Forecasting
- Corrective Actions
- Control Communications & Information Management Systems
- Control Risks
  - Risk Audits
  - Variance and Trend Analysis
  - Reserve Analysis
- Control Procurements
  - Contract Change Control System
  - Procurement Performance Reviews
  - Claims Administration.
  - Records Management System
- Control Stakeholder Engagement
- Performance Reporting
- Project Health
- 8. PROJECT OR PHASE CLOSE-OUT
- Contractual Close-out (Close Procurements)
  - Procurement Audits
- Administrative Close-out
  - Resources
  - Documentation
  - Lessons Learned
  - Reporting
- EXAM

16:00 END OF DAY THREE

## ABOUT THE TRAINER

Having been a consultant in project management for more than 25 years, Dave Fourie's long career in program and project management brought him in contact with various project management methodologies and best practices in private and public organisations. Certified as a Project Management Professional (PMP) since 1998, he also holds several other portfolio, program and project management certifications such as certificates in Portfolio, Programme and Project Offices (P3O), Managing Successful

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## REGISTRATION INFO / FEES

**Event:** Construction & Engineering Project Management Training Seminar  
**Date:** 17-19 February 2020  
**Venue:** Indaba Lodge, Gaborone, Botswana  
**Price:** (excluding VAT and per delegate)  
**Early Bird:** BWP8490 (pay before 27 Jan 2020)  
**Standard:** BWP9490  
**Group Discount:** 4-6 10%  calculated on standard price  
                           7-11 13%   
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## OFFICE USE

## STATUS

## DELEGATE DETAILS

Title:	Full Name:	Designation:	I.D. Number:	Cell:	Email:

### TERMS AND CONDITIONS

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Payment is required within five (5) days on receipt of tax invoice

Following completion and return of the registration form, full payment is required within five (5) days from receipt of tax invoice and an invoice will be sent as receipt of payment. We reserve the right to refuse admission and withhold CPD points and certificate if payment is not received on time, a payment or an official purchase order must be received prior to the conference or training seminar.

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