



ENGINEERING & CONSTRUCTION PROJECT MANAGEMENT COASTLANDS MUSGRAVE HOTEL, DURBAN

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.

JUN.

17-19, 2020

8:30AM - FINISHED

Book and pay before
25 May 2020
and get a discount per
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EC SA: 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

Make an enquiry today

REGISTRATION INFO / FEES

Event: Construction & Engineering Project Management Training Seminar
Date: 17-19 JUN. 2020
Venue: COASTLANDS MUSGRAVE HOTEL DURBAN
Price: (excluding VAT and per delegate)
Early Bird: R9490 + vat (pay before 25 May 2020)
Standard: R10490 + vat
Group Discount:

4-6	10%	calculated on standard price
7-11	13%	
12+	20%	

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STATUS

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