



**ENGINEERING &
CONSTRUCTION
PROJECT MANAGEMENT**
RADISSON BLU HOTEL,
PORT ELIZABETH

**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.

22-24, 2020

8:30AM - FINISHED

Book and pay before
1 June 2020
and get a discount per
delegate.

in association with:

PMTA Project
Management
Training
Africa
pmta.co.za

accredited by:



ECSA: 3 CPD Points
SACPCMP: 16 CPD Hours

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: 22-24 June 2020
Venue: Radisson Blu Hotel, Port Elizabeth
Price: (excluding VAT and per delegate)
Early Bird: R9490 + vat (pay before 1 Jun. 2020)
Standard: R10490 + vat
Group Discount:

4-6	10%
7-11	13%
12+	16%

calculated on standard price

AUTHORIZATION

Full Name:
Tel (Direct Line):
Signature + date:
Person responsible for payment:
Tel (Direct Line):
Email Address:

COMPANY DETAILS

Company / Organization Name:

Physical Address:

Postal Address:

Tel (Direct Line):

Tel (S/Board):

Fax:

Email:

VAT Registration:

OFFICE USE

STATUS

DELEGATE DETAILS

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

TERMS AND CONDITIONS

Payment Terms:

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.

Fees:

Fees are exclusive of VAT

Bulk discounts are not calculated on early bird price. Invoiced amounts need to be paid on or before the early bird date to receive the rate. If names and/or ID numbers are not confirmed before documents are sent through to the venue, you will be liable to pay the courier fee.

Cancellation Policy: Written cancellations made within 48 hours of the receipt of the signed registration form will receive a full refund. Cancellation received in writing 1 month prior to the start of the event will receive a 50% refund or discount on the invoiced amount. Cancellation within 1 month of the start of the event will not receive any refund and will be liable for the full invoiced amount, however a substitution of the delegate will be allowed.

Indemnity: Should for any reason outside the control of CPD Africa conferences or training events, the venue or speakers change, or the event is cancelled due to an act of terrorism, extreme weather conditions or industrial action, CPD Africa conferences and training shall endeavour to reschedule but the client hereby indemnifies and holds CPD Africa conferences and training harmless from and against any and all costs, damages and expenses, including attorney's fees, which are incurred by the client. The construction, validity and performance of this agreement shall be governed in all respects by the laws of South Africa and to the exclusive jurisdiction of whose courts the parties hereby agree to submit.

No-shows: Registrants who do not attend the event, without written notices as per the cancellation policy will be liable for 100% of the invoiced amount.

***Important Notice:

This booking form constitutes as a legal binding contract.

Whilst every reasonable effort will be made to adhere to the advertised brochure(s), CPD Africa reserves the right to change venues or location.



BANKING DETAILS:

Bank: FNB
Branch: Woodstock
Account No: 6251 8971 264
Branch Code: 201909
Acc Holder: Continuous Professional Developments (Pty)Ltd

Reg No: 2014/277281/07

VAT No: 4910268376