



Project Management	
Objective	To introduce the principles and techniques of effective Project Management.
Benefits	<ul style="list-style-type: none">▪ Improved quality and management of projects.▪ Better equipped to undertake Project Management roles within an organisation.▪ Greater understanding of how to successfully manage and control projects.
Who Should Attend?	Maintenance Planners, Supervisors and Team Leaders who will be responsible for the management of small projects or shutdowns.
Course Outline	Introduction to theoretical and practical aspects of Project Management, preparing detailed Gantt Charts and Network Diagrams, tracking and controlling projects and resolving contract disputes.



1.0 WELCOME AND INTRODUCTION

- Welcome and introductions
- Review experience levels
- Icebreaker
- Course overview

2.0 UNDERSTANDING THE BASICS

- Defining projects
- Project scope – identify essentials and feasibility
- Resources – identify key players
- Packaging – define stages
- Prioritise projects

3.0 PROJECT PLANNING

- Project size – determining the best strategy
- Establish work breakdown structures
- Duration and resource estimates
- Cost estimate / budgets / contingency
- Gantt charts and Network Diagrams
- Resource levelling
- Managing risk
- Project analysis
- Project execution plans

4.0 PROJECT MANAGEMENT SOFTWARE

- Microsoft Project



Other

5.0 PROJECT ADMINISTRATION

- Roles, relationships and teams
- Principal/contractor relationships
- Project tender process
- Site establishment
- Administrative procedures
- HSEQ management plans
- Key Performance Indicators
- Developing teamwork

6.0 PROJECT CONTROLS

- Monitoring project progress
- Budgets and cost control
- Comparing actual vs. planned
- Addressing project blowouts and resource limitations (Overcoming problems)
- Updating plan, revising completion date (Maximising Impact)
- Monitoring variances
- Contract extensions

7.0 CONTRACT DISPUTE RESOLUTION

- Litigation
- Dispute minimisation and settlement
- Alternate dispute resolution



8.0 PROJECT COMPLETION

- Completion checklists
- Liquidated and unliquidated damages
- Documentation, training and spares
- Project acceptance
- Demobilisation
- Warranties
- Retentions
- Project implementation reviews