

**Seminar's Title : PROJECT MANAGEMENT BODY OF KNOWLEDGE
(PMBOK)**

Purpose and Background : Project Management is one of the most important aspects of the entire construction process. Without effective project management, projects are often running into troubles and risking failures. However, when well-planned and sound-controlled project management principles and methodologies are employed, even projects which are faltering may be saved from disaster.

This seminar is designed for engineers who want to learn the basic principles of today's project management. ie. What Project Management is all about by having a good knowledge of the Project Management Body of Knowledge (PMBOK) as defined by the Project Management Institute (PMI). It outlines a sequence of steps to help engineer/manager initiate, plan, execute, control and close out a project of any size. The PMBOK has become the global standard for Project Management and was approved as an American National Standard by the American Standards Institute in September 1999. It encompasses elements, which through proven applications, have come to be generally accepted as effective project management.

Learning Objectives : To provide practical coverage of all basic aspects of project management principles and methodologies by highlighting the necessary knowledge needed by practising project managers. It is intended to examine the numerous and diversified project management responsibilities and tools as well as the knowledge participants need to successfully manage their projects. The seminar will help Project Manager and civil engineers working as project team members understand project management issues they have to deal with in the course of their project performance.

Benefits for Participants :

- Understand how the nine (9) knowledge areas of the PMBOK, considered to be the foundation of modern project management worldwide, can be integrated and applied during each phase of a project's life cycle.
- Deal with projects using a systematic, proven project management approach currently being practiced worldwide and their ramifications.
- To provide participants with the basic, modern project management principles and methodologies, knowledge and skills in order to better perform project management related activities in their day-to-day work environment.
- Familiarization and use of project management vocabulary and terminology
- Understand current project management practice and its ramification
- Apply a multitude of generally accepted project management practices to your projects

Outline : The seminar is scheduled for two (2) days; each day starting from 8 :00 AM to 4 :30 PM with a half hour coffee break during each morning and afternoon section.

DAY 1

Introduction

- History of modern project management
- Management criteria versus engineering criteria
- What is a project
- What is project management
- Projects versus Operations
- Project v/s Programs v/s Portfolio Management
- Strategic Thinking to Project Management
- Understanding the project objectives
- Project management operations objectives
- The triple constraint concept in project management
- The Work Breakdown Structure (WBS) concept
- Planning & Control cycle in project management
- Project organization structure
- The Responsibility Assignment Matrix (RAM)

The Project Management Context

- What is modern Project management Body of Knowledge (PMBOK)
- Project phases and the project life cycles
- Project team's areas of expertise
- Project stakeholders
- Project management processes and project boundaries

Project Integration Management

- Develop project charter
- Develop preliminary project scope statement
- Develop project management plan
- Direct and manage project execution
- Monitor and control project work
- Integrated change control
- Project closure

Project Scope Management

- Scope planning
- Scope definition
- Create WBS
- Scope verification
- Scope control

Project Time Management

- Activity definition
- Activity sequencing
- Activity resource estimating
- Activity duration estimating
- Schedule development
- Schedule control

DAY 2

Project Cost Management

- Cost estimating
- Cost budgeting
- Cost control

Project Quality Management

- Quality planning
- Perform quality assurance
- Perform quality control

Project Human Resources Management

- Human resource planning
- Acquire project team
- Develop project team
- Manage project team
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Project Communications Management

- Communications planning
- Information distribution
- Performance reporting
- Manage stakeholders

Project Risk Management

- Risk Management planning
- Risk identification
- Qualitative risk analysis
- Quantitative risk analysis
- Risk response planning
- Risk monitoring and control

Project Procurement Management

- Plan Purchase and Acquisition
- Plan contracting
- Request seller responses
- Select sellers

- Contract administration
- Contract closure

Instructor : **Nghi M. Nguyen, Ph.D., M.Eng, P.Eng, PMP**, is President of NDV Project Management Services Inc. He has had over 25 years of progressive experience in the field of project management on major construction and high-technology projects with leading Canadian and American corporations such as the SNC-Lavalin Group, Lockheed Martin and the Canadian Space Agency (CSA). As a consultant to engineering and construction firms, he has assisted clients with project management approaches to effectively complete projects and attain their objectives. He is a specialist in project management training, definition, development, identification of project objectives, constraints and methodologies, having provided project management trainings to engineers worldwide. He has been working as a project management consultant for the CSA on projects associated with the 16-nation International Space Station (ISS) project, the construction of the largest and most sophisticated engineering facility ever undertaken as well as for SNC-Lavalin International on China's Three Gorges Dam project, the largest on-going construction project on earth. Dr. Nghi Nguyen has written and presented numerous technical papers on project management related topics in international conventions and seminars in Canada, the U.S., Europe and Asia sponsored by professional associations such as the Project Management Institute (PMI), the American Consulting Engineering Council (ACEC), ASCE, Canadian Society of Civil Engineers (CSCE), the Performance Management Association (PMA) and the Paris-based AFITEP. He is a part-time faculty member at Montreal's Concordia University's Faculty of Engineering and Computer Science , teaching Construction & Project Management courses at both undergraduate and graduate levels and hold B.S., M.S., and Ph.D. degrees in Civil Engineering and Construction & Project Management.

Who Should Attend :

General managers, project managers, project team members, field staff members, project leaders, project administrators, manufacturing staff, operations managers, functional managers, marketing staff and others involved directly or indirectly with projects in virtually every industry interested in learning and understanding the US-based Project Management Institute (PMI)'s Project Management Body of Knowledge (PMBOK), the foundation of modern project management profession currently being practiced worldwide