

## PROJECT MANAGEMENT FUNDAMENTALS

### INTRODUCTION

In today's competitive global economy, virtually all organizations are project-based. Whether they are governmental, industrial or commercial ones, these organizations supply products or services intended to satisfy the needs and requirements of their clients by applying the principles and methodologies of project management to implement their projects. Consequently, this seminar is designed to:

- Assist organizations in developing professional project managers who are aware of the strategic importance that project management plays in the achievement of the mission of their organizations
- Provide the fundamental knowledge and skills project managers need to successfully complete a project
- Increase the capability of organizations to deliver projects successfully by using appropriate processes and current best practices
- Understand the project manager's role in leading the way to better project performance and profits
- Understand the basic principles and methodologies of project management

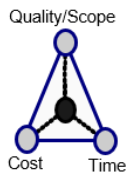
### WHO SHOULD ATTEND?

This intensive 3-day seminar is suitable for individuals from all industries, government bodies, non-profit organizations and anyone who are interested in learning techniques for effectively and efficiently managing projects as it is based on the best practices found in the Project Management Institute (PMI)'s "A Guide to the Project Management Body of Knowledge" covering the entire project life cycle:

- Portfolio managers
- Program Managers
- Project managers
- Project team members
- Members of Process Improvement Teams
- Contractors
- Owners
- Administrators responsible for managing projects
- Consultants
- Technical professionals and engineers moving into project leadership/management

Those new to the functions of project management, or preparing for a major project will find a solid grounding, and experienced managers looking for a refresher will also benefit from this seminar.





## **SEMINAR OBJECTIVES**

- Establish project goals and objectives that are directly linked to stakeholders' needs and expectations
- Develop and use work breakdown structures
- Develop realistic and measurable objectives to ensure positive results for project performance
- Estimate project time and costs using proven techniques
- Establish an effective project control system and monitor efficiently project progress
- Use a practical, step-by-step process to manage project risks
- Identify threats and opportunities to your project, and weigh their relative values
- Identify and overturn the psychological barriers to risk in stakeholders
- Utilize tried and proven project management tools and techniques to get the jobs done on time, within budget and in accordance with client's requirements

## **TRAINING METHODOLOGY**

The seminar will combine conventional teaching with a high level of participation; including an interactive approach to involving participants in discussion of topics; exercises; and encouraging participants to bring their own experiences forward for discussions and debates. Wherever possible, real examples and short case studies will be included from different industries around the world to make the course as relevant as possible. It includes concepts definition, experiential exercises, practical examples, dialogues and discussions, video presentations and case studies.

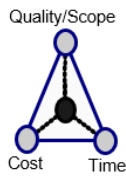
## **SEMINAR SUMMARY**

The seminar provides participants with an excellent introduction to this highly specialized, process-oriented discipline. It introduces to them the foundational concepts of project management and shows them how to initiate, plan, execute, monitor, control and close a project. The intention is to offer participants essential steps for developing and defining goals and objectives, setting up the project plan, assigning and scheduling the work, establishing the budget, monitoring progress, and exercising control to achieve desired project results by meeting the project objectives with preset levels of quality expected by the client and being responsive to clients' needs and expectation.

## **SEMINAR OUTLINE**

### **DAY 1 – Foundations of Project Management**

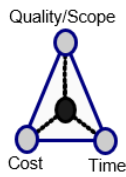
The Nature of Projects and Project Management  
Project/Program and Portfolio Management  
From Strategic Planning to Project Management  
Management Criteria versus Engineering Criteria  
The Project Life Cycle  
Managing the Triple Constraints  
Managing the Triple "C" in Project Management  
Managing Project Risks



Stakeholders In Project Management  
Managing Stakeholders  
The Project Manager's Responsibilities  
The Role of Senior Management  
Steps in Managing a Project  
The "Hard" Skills of Managing a Project  
The "Soft" Skills of Managing a Project  
Project Management Body of Knowledge (PMBOK)  
Project Management Maturity Level  
Typical Project Organization Structures  
The Project Management Office (PMO) Concept  
Basic Contract Types in Managing Projects  
The Generic Planning and Control Cycle in Project Management

## **DAY 2 - Project Initiating, Planning and Scheduling**

The Project Charter  
Stakeholder Identification  
The Imperative of Planning  
Planning Definition  
Project Planning Overview  
The Project Plan  
Developing the Mission, Vision, Goals and Objectives of the Project  
Basic Project Planning Steps  
Identifying Success Criteria  
Developing the Requirements  
Scope Definition  
Procurement Planning: "Make or Buy" Decision  
Defining the Work Breakdown Structure (WBS)  
The Organization Breakdown Structure (OBS)  
The Responsibility Assignment Matrix (RAM)  
Defining and Sequencing Project Activities  
Estimating Activity Resources and Durations  
Staffing Management Plan  
Scheduling the Project Work  
Estimating Costs and Determining Budgets  
The Performance Measurement Baselines (PMB)  
Communication Planning  
Quality Planning  
Risk Management Overview  
Definitions of Certainty, Risk and Uncertainty  
Risk Relationship Between Information and Uncertainty  
Definition of Project Risks  
Definition of Risk Management  
The Primary Aspects of Risk Management  
Effective Risk Management Process Top Level Summary



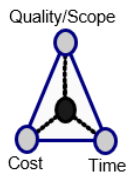
Risk Management Planning  
Risk Identification  
Risk Issue Filtering  
Risk Assessment and Prioritization  
Qualitative Risk Analysis  
Quantitative Risk Analysis  
Risk Avoidance Plans  
Risk Contingency Plans  
Risk Tracking and Reporting Approach  
Risk Management Organization and Responsibilities  
Risk Management Plan Documentation and Risk Database Preparation  
The Output of Risk Management Planning  
Risk Management Planning Process Summary  
Flow of Risk Management Planning Responsibilities

### **DAY 3 – Project Execution, Monitoring & Control**

Directing & Managing Project Execution  
Monitoring Work Performance Information (WPI)  
Managing the Project Team  
Managing Stakeholder Expectation  
Project Deliverables Tracking  
Project Control Definition  
The Objectives of Project Control  
Project Control Approach  
The Earned Value Management (EVM) Concept: An Integrated Project Control Approach  
Integrated Change Control  
Quality Assurance and Quality Control (QA/QC)  
Communication and Documentation Control  
Procurement Administration  
Risk Management Control Process  
Risk Avoidance Plan Implementation  
Risk Contingency Plan Implementation  
Risk Reports and Reviews  
Risk Activities Effectiveness Evaluation  
Risk Management Plan Updates  
Risk Management Control Process Summary  
Flow of Risk Management Control Responsibilities  
Risk Management Process Flow  
Risk Management Best Practices

### **Project Closure**

Management Challenges  
Key elements of Successful Project Closure  
Effective Project Closure



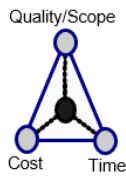
Project Closure Objectives  
Project Closure Plan  
Contract Closure  
Administrative Closure  
Project Closure & Contract Closure Interaction  
The Punch-List Approach  
Lessons Learned  
Post-Project Evaluation  
Success Celebration

### Group Discussions, Practical Examples, Video Presentations and Case Studies

**Seminar's Instructor: Dr. Nghi M. Nguyen, Ph.D., P.E., PMP, M.ASCE.** President and CEO of NDV Project Management Services, Inc (NDV) since 1995, Dr, Nghi Nguyen has had more than 30 years of progressive, domestic and international consulting and training experience in the field of project/program/portfolio management on major construction, aerospace, defence and high-technology projects with leading Canadian and U.S. corporation such as the SNC-Lavalin Group, Lockheed Martin, CAE and the Canadian Space Agency and NASA. Prior to founding NDV in 1995, he served as Program Control Manager for the multi-billion dollar Canadian Patrol Frigate (CPF) program, the largest and most complex shipbuilding program in Canadian history for Lockheed Martin Canada (formerly Unisys Systems Canada).

As an internationally recognized project management consultant and trainer, Dr. Nguyen has assisted clients with project management approaches to effectively and efficiently complete projects and attain their objectives. He is a specialist in project management training, consulting, definition, development, identification of project objectives, constraints and methodologies. Dr. Nguyen worked as a project management consultant for the Canadian Space Agency (CSA) on projects associated with the International Space Station (ISS) program, the 16-nation effort, lead by NASA, to build the permanently orbiting laboratory in space, the largest and most sophisticated international engineering project ever undertaken in the history of the world as well as for SNC-Lavalin International on China's Three Gorges hydro-electric development project, the largest construction project in the world to date, and was involved in a number of projects in the Information Technology (IT) and Oil and Gas (O&G) sectors, among them was the construction of the \$ 5 billion Hibernia Oil Production Platform in St John, Newfoundland, Canada. Dr. Nguyen has delivered project management seminars for the American Society of Civil Engineers (ASCE), International Institute for Learning, Inc (IIL) in the USA, EuroMatech and Britannia of the U.K., Glariden Global in Singapore and various organizations in Asia and Vietnam as well as those associated with the engineering organizations worldwide.

An internationally recognized speaker, author and presenter, Dr. Nguyen has written and presented numerous technical papers on project/program management related topics in international conventions and congresses in Canada, the U.S., Europe, Asia and the Caribbean, sponsored by professional associations such as the Project Management Institute (PMI), the American Consulting Engineering Council (ACEC), The Association for the Advancement of Cost Engineering (AACE) International, American/Canadian Society of Civil Engineers (ASCE/CSCE), the Pan-Pacific Business Association (PPBA), the American Institute of Aeronautics and Astronautics (AIAA), the Caribbean Council of Engineering Association (CCEA) and the Paris-based association Francais des Ingenieurs et Techniciens d'Estimation



et de Planification de Projects (AFITEP). Since 1995, Dr. Nguyen has conducted numerous project management seminars for thousands of project managers practising in all industries in a variety of topics in many countries including Canada, the U.S.A., the U.K., France, Spain, Germany, the Netherlands, Austria, Norway, Switzerland, Cyprus, China, Hong Kong, Thailand, Singapore, Malaysia, Japan, Indonesia, Vietnam, Australia, New Zealand, the U.E.A.(Dubai and Abu Dhabi), Kuwait, Saudi Arabia, Colombia and Barbados.

Educated at McGill and Concordia Universities in Montreal, Quebec, Canada, Dr. Nguyen holds B.S., M.S. and Ph.D. degrees in Civil Engineering and Construction & Project Management, is a Certified Project Management Professional (PMP) and has been a part-time professor at the Faculty of Engineering and Computer Science at Concordia University, teaching project management courses at both undergraduate and graduate levels since 1997. He has also lectured under the United Nations Development Programme (UNDP), McGill University Executive Institute, the Maastricht MBA programme (a joint programme between the Maastricht School of Management of the Netherlands and the School of Industrial Management of Ho Chi Minh City University of Technology, Vietnam) and is a registered civil engineer and project manager in both Canada and the USA. Dr. Nguyen was certified as a PMP (Project Management Professional) by the Project Management Institute (PMI) in 1995. He served as a member of the Canadian Advisory Council (CAC), set up by The Standards Council of Canada (SCC) to participate in the development of the International Organization for Standardization (ISO)'s project management standard released in September 2012 as ISO 21500 for project management as well as provided recommendations as Draft Reviewer and Contributor to the PMBOK® Guide – Fifth Edition of the Project Management Institute (PMI) released in January 2013, both considered by project management professionals worldwide as globally and internationally accepted project management standards. Dr. Nghi Nguyen has also been serving the same role to the “soon-to-be-released” PMBOK® Sixth Edition to be published in 2017 by PMI.