



PROJECT MANAGEMENT FOR NON-MANAGERIAL

INTRODUCTION

It is not uncommon for non-managerial staff unfamiliar with project management concepts and practices to be put in positions to support projects and project managers in meeting project objectives and delivering the final project products, services and results to the client. In order to be more effectively and efficiently carrying out their supporting role, a basic understanding of project management principles and methodologies is essential.

This practical course gives participants the basic knowledge, processes, skills, tools and techniques recognized as good practice that project manager and his team use in enhancing the chances of project success. It provides insight into the role of a project manager, as well as providing recommendations on how non-managerial personnel can aid in the success of a project

WHO SHOULD ATTEND?

This seminar is for non-managerial staff assigned to work on projects who have limited or no experience or knowledge of basic, practical and formal project management principles and concepts as well as other non-managerial professionals who work with project managers.

SEMINAR OBJECTIVES

- Obtaining a fundamental understanding of basic project management concepts
- Learning and implementing the five (5) project management process groups to be performed for any project
- Identifying and understanding the ten (10) knowledge areas of project management
- Familiarization and use of essential vocabulary and terminology and apply basic project management knowledge, tools and techniques to increase work efficiency and effectiveness both on the project team
- Realizing the importance of both hard skills and soft skills as these are applied to different aspects of managing a project for the project manager
- Managing the on-going needs and expectations of stakeholders

TRAINING METHODOLOGY

The seminar will combine conventional teaching with a high level of participation throughout the program; through the use of course materials, participants will learn and understand the basic theories and practices of project management. It includes concepts definition, experiential exercises, practical examples, dialogues and discussions, and case studies.

SEMINAR SUMMARY

The seminar provides participants who are not professional project managers with the fundamentals of project management. It provides a firm foundation for further development of project management knowledge, skills through more advanced training courses and practical "hands-on" experience.





SEMINAR OUTLINE

DAY 1

An Overview of Project Management

- What is a project?
- Definition of project management
- Program and portfolio management
- Strategic planning and project management
- Project vs. Operations
- The triple constraints in project management
- Stakeholders in project management
- Project Life Cycle
- Product Life cycle
- Project phases
- Steps in managing a project
- Typical project organization structures
- Managing Project Risks
- The Hard/Soft skills in managing a project
- The Project Management Body of Knowledge (PMBOK)
- The ISO-21500 for project management
- Basic contract types in project management
- The planning & control cycle in project management
- Project Management Maturity Levels
- The Project Management Office (PMO)

Role & Responsibility of the Project Manager

- Responsibilities of a project manager
- Responsibility vs. Authority in project environment
- Skill requirements of the project manager
- Functional competencies of the project manager

Project Management Processes

- Initiating
- Planning
- Executing
- Monitoring and Controlling
- Closing

DAY 2

Project Management Knowledge Areas

- Project integration management
- Project scope management
- Project time management





- Project cost management
- Project quality management
- Project human resource management
- Project communication management
- Project risk management
- Project procurement management
- Project stakeholder management

Project Initiation

- Identify stakeholders
- Establish the preliminary project team
- Develop the project charter

Project Planning

- Overview
- Planning definition
- Develop vision, mission, goals and objectives of the project
- The Work Breakdown Structure (WBS)
- The Organization Breakdown Structure (OBS)
- The Responsibility Assignment Matrix (RAM)
- Scope planning
- Schedule planning
- Cost planning
- Quality planning
- Human resource planning
- Communications planning
- Risk planning
- Procurement planning
- Stakeholder management planning

DAY 3

Project Execution, Monitoring & Control

- Direct & Manage project execution
- Monitoring work performance information
- Develop & Manage the project team
- Control risks
- Manage procurement contracts
- Manage stakeholder expectations
- Perform Quality Assurance/Quality Control (QA/QC)
- Control communication and documentation
- Manage deliverables tracking
- Manage integrated change control
- Maintaining control with Earned Value Management (EVM)





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

Group Discussions, Practical Examples, Video Presentations and Case Study

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 Projets (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.

