

**NDV** Project Management Services, Inc.  
Services de Gestion de Projets, Inc.

Project Management Consulting & Training  
Consultation et Formation en Gestion De Projets

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**Seminar's Title: PROJECT MANAGEMENT BODY OF KNOWLEDGE  
(PMBOK®) – Sixth Edition.**

**Purpose and Background:**

Project Management is one of the most important aspects of the entire project 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 professionals 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 U.S. based 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 has been approved as an American National Standard by the American National Standards Institute (ANSI) since September 1999. It encompasses elements, which through proven applications, have come to be generally accepted as effective project management worldwide.

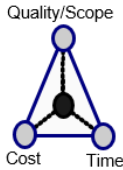
Although the seminar is not designed for those who are planning to take the prestigious Project Management Professional (PMP) certification exam, which is independently administered by the globally and internationally recognized US-based Project Management Institute (PMI) worldwide, it serves as a solid foundation for the proper preparation to pass this exam, an important milestone for any project manager in terms of the validation of an individual's knowledge by other project managers and proven culmination of many years of project management working experience, as represented by PMI.

**Learning Objectives:**

To provide practical coverage of all basic aspects of project management principles and methodologies by highlighting the necessary knowledge needed by practicing 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 Managers and professionals 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 ten (10) knowledge areas of the PMBOK, considered to be the foundation of modern project management worldwide, can be integrated and applied during a project's life cycle.



- Deal with projects using a systematic, proven project management approach currently being practiced worldwide by project managers and their ramifications.
- To provide participants with the basic, modern project management principles and methodologies, knowledge, skills, tools and techniques 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 implication.
- Apply a multitude of generally accepted project management practices to your projects.

### **Outline:**

The seminar is scheduled for four (4) 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**

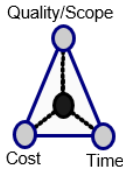
- Overview and Purpose of this Guide
- Foundation Element
  - Project
  - The important of Project Management
  - Relationship of Project, Program, Portfolio and Operation Management

#### **The Environment in which Project Operate**

- Overview
- Enterprise Environment Factors
- Organization Process Assets
  - Process, Policy, and Procedure
  - Organizational Knowledge Repositories
- Organizational Systems
  - Overview
  - Organizational Governance Frameworks
  - Management Elements
  - Organization Structure Types

#### **The Role of the Project Manager**

- Overview
- Definition of a Project Manager
- The Project Manager's Sphere of Influence
  - Overview
  - The Project
  - The Organization



- The Industry
- Professional Discipline
- Across Discipline
- Project Manager Competences
  - Overview
  - Technical Project Management Skills
  - Leadership Skills
  - Comparison of Leadership and Management

### **Performing Integration**

- Performing Integration at the Process Level
- Integration at the Cognitive Level
- Integration at the Context Level
- Integration and Complexity

## **DAY 2**

### **Project Integration Management**

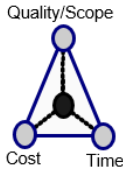
- Develop Project Charter
- Develop Project Management Plan
- Direct and Manage Project Work
- Manage Project Knowledge
- Monitor and Control Project Work
- Perform Integrated Change Control
- Close Project or Phase

### **Project Scope Management**

- Plan Scope Management
- Collect Requirements
- Define Scope
- Create WBS
- Validate Scope
- Control Scope

### **Project Schedule Management**

- Plan Schedule Management
- Define Activities
- Sequence Activities
- Estimate Activity Durations
- Develop Schedule
- Control Schedule



## DAY 3

### Project Cost Management

- Plan Cost Management
- Estimate Costs
- Determine Budgets
- Control Costs

### Project Quality Management

- Plan Quality Management
- Manage Quality
- Control Quality

### Project Resource Management

- Plan Resource Management
- Estimate Activity Resources
- Acquire Resources
- Develop Team
- Manage Team
- Control Resources

## DAY 3

### Project Communications Management

- Plan Communications Management
- Manage Communications
- Monitor Communications

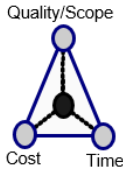
### Project Risk Management

- Plan Risk Management
- Identify Risks
- Perform Qualitative Risk Analysis
- Perform Quantitative Risk Analysis
- Plan Risk Responses
- Implement Risk Responses
- Monitor Risks

## DAY 5

### Project Procurement Management

- Plan Procurement Management
- Conduct Procurements



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- Control Procurements

### **Project Stakeholder Management**

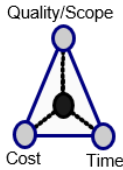
- Identify Stakeholders
- Plan Stakeholder Engagement
- Manage Stakeholder Engagement
- Monitor Stakeholder Management

### **Instructor:**

#### **Seminar's Instructor: Dr. Nghi M. Nguyen, Ph.D., P.E., PMP.**

President and CEO of **NDV Project Management Services Inc. (NDV)**, a Project Management Institute (PMI)'s Registered Consultant Program (RCP) member company, since 1995, Dr. Nghi M. Nguyen has had almost 30 years of progressive, North American and international consulting and training experience in the field of project/program 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, the Canadian Space Agency (CSA) 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). Since 1995, he has developed and conducted numerous project management seminars, including PMP Exam Prep ones, for thousands of project managers throughout the United State, Canada and internationally.

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 also provided assistance in business development, contract negotiation and strategic alliances for North American and Asian clients doing business in Vietnam. He has been working 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 led 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 dam hydro-electric development project, the largest construction project in the world ever built to date, and was involved in a number of projects in the Information Technology (IT) and Oil and Gas sectors, among them was the construction of the \$ 5 billion Hibernia Oil Production Platform in St John, Newfoundland, Canada. He is currently delivering project management seminars worldwide for the American Society of Civil Engineers (ASCE), International Institute



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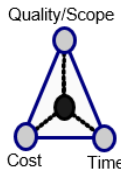
for Learning, Inc. (IIL) in the USA, EuroMatech and Britannia in the U.K., various organizations in Asia and Vietnam as well as those associated with the Engineering Institute of Canada (EIC) in cities all over the world. He has recently developed and delivered a project management curriculum for CAE, the Canadian-based world leader in flight simulation and pilot training, for its project managers in locations worldwide (Canada, the U.S., Australia, Germany, U.K.).

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/CSE), the Pan-Pacific Business Association, 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).

Educated at McGill and Concordia Universities in Montreal, Quebec, Canada, Dr. Nguyen holds B.S., M.S. and Ph.D. degrees in Civil Engineering with specialization in Construction & Project Management and **has been a Certified Project Management Professional (PMP) since 1995**. He is a part-time professor at the Faculty of Engineering and Computer Science at Concordia University in Montreal, Quebec, Canada and also taught project management topics for the Executive Institute program at Montreal's McGill University. He has also lectured under the United Nations Development Programme (UNDP), 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. He is currently serving 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 being known as ISO/PC 236, anticipated to be released in 2012 as ISO 21500 for 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



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