

## **PROJECT MANAGEMENT: PLANNING, SCHEDULING & CONTROL**

### **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 considering project approach associated with leadership, business and strategic management skills as well as technical skills a priority in meeting project objectives and business intent. Consequently, this seminar is designed to provide participants with the project management knowledge and skills associated with the planning, scheduling and controlling of all activities that must be done to meet project objectives and their benefits in effectively and efficiently managing projects that they can apply immediately in their project environment. The seminar's benefits include:

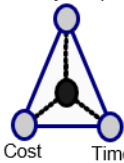
- Assist organizations in developing professional project managers/directors and project management professionals who are aware of the strategic importance that project management plays in the achievement of the mission of their organizations in today's project environment
- Provide the fundamental knowledge and skills project managers need to successfully complete a project to achieve strategic business objectives
- Increase the capability of organizations to deliver projects successfully by using appropriate processes and best practices
- Understand the project manager's role in leading and managing effectively and efficiently project resources to better project performance and profits consistent with and aligned to organizational strategies
- Understand the up-to-date principles and methodologies of project management

### **WHO SHOULD ATTEND?**

This intensive, comprehensive 3-day seminar is suitable for individuals from all industries, government bodies, non-profit organizations and anyone who are interested in obtaining the knowledge, skills and learning the tools and 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", PMBOK® Fifth Edition, covering the entire project life cycle:

- Senior managers
- Portfolio/Program Managers
- Project managers
- Project team members
- Members of the Project Management Office (PMO)
- Contractors
- Owners
- Project administrators
- Consultants





- Technical professionals and engineers moving into project leadership/management
- Those who are interested in learning and applying the most up-to-date, globally and internationally recognized project management processes applied on projects worldwide

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 (WBS), the foundational concept in project management
- 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, proactive and effective process to manage project risks and opportunities
- Learn how to continually re-evaluate and re-assess risks and provide response plans during project implementation
- Utilize tried and proven project management tools and techniques to get the work done on time, within budget and in accordance with client's requirements

### **TRAINING METHODOLOGY**

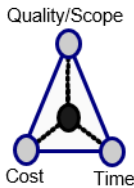
The seminar will combine conventional teaching with a high level of participation; including an interactive approach to involving participants in discussion of topics; exercises; and encouraging participants to bring their own experiences forward for discussions and debates. Wherever possible, real examples 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 exposure to this highly specialized, process-oriented discipline. It introduces to them the foundational concepts of project management and shows them how to effectively and efficiently initiate, plan, execute, monitor, control and close a project. The intention is to offer participants essential steps for understanding the client's requirements, developing and defining goals and objectives, setting up the project plan, assigning and scheduling the work, establishing the budget, managing risks and opportunities, 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, requirements and expectation.

### **SEMINAR OUTLINE**





## DAY 1

### Foundations of Project Management

What is a project?

Project/Program and Portfolio Management

The Growing Importance of Business Aspect in Project Management

Strategic Planning and Project Management

Management Criteria versus Engineering Criteria The

Project Life Cycle vs. The Product Life Cycle

Managing the Triple Constraints

Managing the Triple “C” in Project Management

Organizational Project Management Talent Triangle

Managing Project Risks and Opportunities Stakeholders

in Project Management

Managing Stakeholders

The Project Manager’s Role and Responsibilities

The Role of Senior Management and Functional Management The

“Hard”/“Soft” Skills of Managing a Project

The Project Management Body of Knowledge (PMBOK®)

The ISO-21500 Guidance on Project Management

Project Management Process Groups and Knowledge Areas Mapping Project

Management Maturity Level

Typical Project Organization Structures Basic

Contract Types in Managing Projects

The Generic Planning and Control Cycle in Project Management

### Project Initiating

The Project Charter Stakeholder

Identification Establish the Project

Team

## DAY 2

### Project Planning

Project Planning Overview The

Project Plan Identifying

Success Criteria

Developing the Project Requirements

Scope Definition

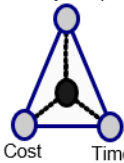
Procurement Planning: “Make or Buy” Decision

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 Scheduling the  
 Project Work  
 The Critical Path  
 Estimating Costs and Determining Budgets  
 Types of Estimates  
 Cost Estimating Methodologies Contingency  
 and Management Reserves Managing Changes  
 in Scope  
 The Performance Measurement Baselines (PMB)  
 Communication Planning  
 Quality Planning  
 Risk Management Planning  
 Risk Identification  
 Risk Register  
 Risk Avoidance Plans  
 Risk Mitigation Plans  
 Flow of Risk Management Planning Responsibilities

### **DAY 3**

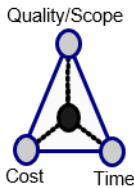
#### **Project Execution, Monitoring & Control**

Directing & Managing Project Execution  
 Managing the Project Team  
 Managing Stakeholder Expectation  
 Project Deliverables Tracking 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 & Control  
 Risk Management Control  
 Flow of Risk Management Control Responsibilities

#### **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

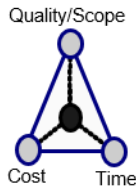
**Group Discussions, Practical Examples, Video Presentations and Case Studies Seminar's  
Instructor: Dr. Nghi M. Nguyen, Ph.D., P.E., PMP, M.ASCE.**

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 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.





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

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

1610 Rigaud  
Brossard, (Québec), J4X 2H5  
Canada

Tel: (450) 672-2693  
Fax: (450) 672-7922  
E-Mail: [ndv\\_inc@videotron.ca](mailto:ndv_inc@videotron.ca)

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.

NDV