OLYGEN

Mastering Project Management Series

Workshop 1 (12-13 Nov): Project Management Planning, Scheduling & Control: Delivering Successful Projects
Workshop 2 (14-15 Nov): Developing Project Managers, Teams and Project Management Office
Kuala Lumpur, Malaysia

Your Expert Trainer

SEAN WHITAKER, BA, MSc, MBA, PMP

Certified Project Management Professional (PMP)

Project Management Institute (PMI) Board Volunteer Advisory Committee

Member of the Institute of Directors in New Zealand

Sean Whitaker, BA, MSc, MBA, PMP has been developing and teaching all levels of project management and PMP® exam prep since 2006. He is a long-time volunteer with the Project Management Institute and a self-confessed project management geek. He is the author of many bestselling books on project management.

Sean has both academic and practical expertise in project management. He received his PMP certification in 2004, and received his MBA from the University of Canterbury in 2008 with a thesis on authentic leadership.

Sean is also widely recognised for his ability to perform as a project manager in the 'real world', as demonstrated by his extensive and successful project management career in construction, IT, telecommunications and infrastructure stretching back to 1998 - making him a true project management professional. Sean is also an accomplished conference speaker.

As a facilitator, Sean is passionate, lively and engaging. He employs a variety of techniques during his courses, including lectures, practical exercises, role play, and educational games.

List of Corporate Clients Consulted/Trained for:

- Airways
- Air New Zealand
- Meridian Power
- Mighty River Power
- Fonterra

- Solid Energy
- New Zealand Air Force
- Dynamic Controls
- Tait Radio Communications
- Christchurch City Council

- Land Information New Zealand
- NorthPower
- District Health Board

Why You Should Attend!

√ Are you responsible for managing projects and project team members?
√ Do you have practical experience in managing projects but lack exposure to best practice?
√ Do you have responsibility for a Project Management Office of any sort?
√ Are you looking to increase the level of organisational project management maturity of your organisation?
√ Are you responsible leading project teams?
√ Do you have practical experience in managing projects but lack exposure to best practice?
√ Do you want to increase your knowledge of in-depth best practice project management techniques?
√ Are you looking for professional development to accelerate your career?
√ If you answered 'yes' to any of these then you need to be doing this course. You will learn what is considered to be international best practice in relation to project planning, scheduling and control.

Key Takeaways

Participants will gain an understanding of:
√ Development of a Work Breakdown Structure (WBS)
√ Cost and Time estimation techniques
√ Project budget preparation
√ Project scheduling techniques
√ How to use the earned value management technique
√ Effective project configuration management

√ Defining your own level of organisational project management maturity
√ Implementing a successful PMO
√ Developing a competence framework and career path for project professionals
√ How to build your own complete tailored project management methodology

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Overview

This interactive workshop will present an overview of the processes, tools and techniques involved in project planning, scheduling, monitoring and control as well as successful portfolio, program and project management. The topics will be covered in a modular fashion with an emphasis of the practical application of the information.

It will be delivered by a recognised subject matter expert in portfolio, program & project management and adult education. The workshop utilises interactive sessions to ensure maximum retention of information so you can hit the ground running when you return to work.

Attendees will receive workbooks, text books and supporting tools and templates to help them improve their management of projects.

All material presented is aligned with both ISO21500: Guidance on Project Management and The PMBOK® Guide.

Who Should Attend

Project Directors, Program Managers, Senior Project Management practitioners looking to increase their knowledge of professional project management?

Testimonials

"The best presenter I have ever come across." – Manager, PNG Air Services

"He has in-depth knowledge & experience in Project Management & is eager to teach/ share knowledge" – Implementation Unit Manager, National Roads Authority

"Very knowledgeable and based on real life experience. Also an organised presentation and gets audience involved and interested" - Strategic Management Advisor, Bank of PNG

"The presenter has excellent knowledge scope of Project Management." – Project Manager, National Housing Corporation

"Accredited experience and also the best in the business. Hold an MBA in Project Management and also has vast experience of delivering the best quality training in Project Management" - Manager Project, Telikom PNG

Small Class-Size:
Due to the interactive format of the programme, the class size will be kept small to ensure facilitator's attention and effective class discussion.

Customisation:
The programme will be further customised to fit your priorities through the pre-course questionnaire (PCQ).

Internal Training:
This programme is available as an internal training.
Email us to find out more at: **alvin.yong@olygen.com**

Timetable

Time	Session
0830 – 0900	Registration
0900 – 1030	First Morning Half
1030 – 1045	Morning Break
1045 – 1230	Second Morning Half
1230 – 1330	Lunch
1330 – 1500	First Afternoon Half
1500 – 1515	Afternoon Break
1515 – 1700	Second Afternoon Half

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Program Outline
Workshop 1 (12-13 Nov): Project Management Planning, Scheduling & Control

A. The Project Management Plan
- Defining your appropriate project management plan
- Developing appropriate content and project baselines
- Executing the project by following the plan

At the completion of this module participants will have a understanding of the importance of appropriate project planning. Participants will be provided with blank templates they can adapt to their own needs.

B. Work Breakdown Structures
- Decomposing the scope to develop the WBS
- Linking the WBS to your cost accounting system
- The WBS and project management software

At the completion on this module participants will be able to develop a work breakdown structure and work breakdown structure dictionary to aid in the iterative definition of the project scope. They will also learn the value of a WBS in estimating project cost and time.

C. Advanced cost and time estimation
- Macro/top down & micro/bottom-up estimating techniques
- Defining uncertainty in estimates

This module introduces the full range of project cost and time estimating techniques, and covers their limitations. Participants will also learn how to express uncertainty in cost and time estimating. Successful cost and time estimates are critical in the development of the project budget and project schedule.

D. Project Scheduling
- Activity relationships and dependencies
- Development of the network diagram
- Critical path method
- Schedule development and project management software
- Duration compression techniques

Once estimates have been prepared for identified and defined work packages and activities they can be put together and develop the project schedule. Participants will learn a full range of techniques to be able to develop and understand their project duration and schedule

E. Project Budget Preparation
- Cost aggregation
- Development of project budget
- Development of project reserves

This module covers the tools and techniques needed to assemble individual cost estimates into a project budget. Participant will also learn how to develop transparent and defensible project reserves.

F. Effective Change Control
- Identifying change
- Documenting change
- Delegated authority
- The change control and assessment process

This module focusses on the importance of documenting all project changes in an appropriate way,. Participants will learn practical tools and techniques for identifying change, documenting and assessing change via an appropriate change control process.

G. Earned Value Management
- Determining earned value, planned value and actual costs
- Calculating CPI, SPI and EAC
- Using the scope statement and WBS to estimate time, cost and risk

At the conclusion of this module participants will have a comprehensive understanding of the earned value management system for assessing historical time and cost performance and using this information to forecast estimate at completion.

H. Project Configuration Management
- Developing a project configuration management system
- Implementing document control

At the completion of this module participants will have a comprehensive understanding of how to develop an appropriate project configuration system and how to use it to ensure that what is being delivered matches what is documented.

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Program Outline
Workshop 2 (14-15 Nov): Developing Project Managers, Teams and Project Management Office

1. Developing a Project Manager Competency Framework
• Defining a project career path
• Defining capability and developing competence
• Providing project management training
• Mentoring and Coaching

This module will introduce participants to the tools and processes necessary to develop their own project management practitioner competency framework and implement this framework back at their organisation.

2. Project Communications and Stakeholder Management
• Identifying and managing stakeholders and their expectations
• Reporting on project progress
• Effective communication techniques

At the completion of this module participants will be able to complete a communications plan for their project. This plan will also identify project stakeholders, their expectations, and their communications needs. Participants will be introduced to techniques to ensure effective communication is part of their professional and personal capability. This module also covers formats for project reporting and what information to include.

3. Building High Performing Teams
• Identifying skills and experience
• Recruiting team members
• Developing individuals into high performing teams

Project work is best done by skilled individuals acting as a high performing team. This module will focus on the identification, recruitment, and development of high performing project teams. Participants will be introduced to a range of processes to help them develop their own high performing teams.

4. Project Leadership
• Developing your own personal leadership style and development
• Applying effective leadership to project teams

This module focusses on the skills a project manager must have in order to be successful at leading projects. It will cover necessary leadership communication and stakeholder influencing skills as well as proving an insight into developing your own professional development plan to improve and measure these skills.

5. Project and Program Quality Management
• Developing your quality management plan
• Performing quality assurance and quality control

All programs and projects require a focus on quality to ensure the deliverable meets the customer expectations. Of equal importance is focussing on the quality processes in place to ensure the quality of the overall project. This module covers both aspects of quality and at the completion participants will be able to prepare their own project quality management plan and track progress against it.

6. Using Project Management Scheduling Software - Introduction
• Using software to forecast cost and time
• Forecasting resource requirements
• Reporting progress

This module will be a hands on introduction to using project management software to prepare cost and time estimating, track progress against baselines, forecast project success and communicate effectively with stakeholders. Participants will be required to bring a laptop to the session with ProjectLibre or MS Project installed. It will begin with an introduction to scope development, the creation of the WBS, and the preparation of cost and time estimates.

7. Setting Up a Project Management Office (PMO)
• Organisational project management maturity
• Types of PMO
• Overcoming challenges in establishing a PMO or community of practice

This module will cover the broad concepts of what a PMO is and how it can improve delivery of successful projects. It will include carrying out an organisational project management maturity assessment on your organisation and making plans for an appropriate PMO to support project management excellence in your organisation.

8. How to Build a Project Management Methodology
• The benefits of trailering a project management methodology
• Types of methodologies
• Developing tools, templates and techniques
• Audit and improvement

This interactive module will show participants the necessary steps to develop, implement, audit and improve their own tailored project management methodology.

REGISTRATION

Contact: Alvin Yong
Email: alvin.yong@olygen.com

MASTERING PROJECT MANAGEMENT SERIES	DATE	LOCATION	REGULAR RATE
Project Management Planning, Scheduling & Control: Delivering Successful Projects	12 - 13 Nov 2018	Kuala Lumpur	☐ RM5,999
Developing Project Managers, Teams and Project Management Office	14 - 15 Nov 2018	Kuala Lumpur	☐ RM5,999
Attend both Project Management workshops in POM at more than 20% discounts	12 - 15 Nov 2018	Kuala Lumpur	☐ RM9,999

*Fees include course documentation, luncheon and refreshments. Delegates are responsible for their own accommodation.

Organisation : _____

Invoice Attention To : Mr/Ms/Mrs: _____

Job Title : _____

Email : _____

Address : _____

Telephone : _____ Fax: _____

DELEGATES' DETAILS

Name : Mr/Ms/Mrs: _____

Job Title : _____

Direct Line : _____

Email : _____

Diet Preference : None/Vegetarian/Halal/Others: _____

Name : Mr/Ms/Mrs: _____

Job Title : _____

Direct Line : _____

Email : _____

Diet Preference : None/Vegetarian/Halal/Others: _____

Name : Mr/Ms/Mrs: _____

Job Title : _____

Direct Line : _____

Email : _____

Diet Preference : None/Vegetarian/Halal/Others: _____

PAYMENT BY CREDIT CARD

☐ VISA/MASTER - You will be sent a Payment Link to pay online

Card Type : AMEX

Card No. : _____

Expiry : _____ (MM/YYYY)

Name : _____

Signature : _____

* 3.5% surcharge applies for credit card payment

AUTHORISATION

Name : Mr/Ms/Mrs: _____

Title : _____

Signature : _____

Date : _____

PAYMENT BY BANK TRANSFER

BANK TRANSFER
Olygen Sdn Bhd
Malayan Banking Berhad
Bank Address: Level 1, Tower A, Dataran Maybank, 59000 Kuala Lumpur, Malaysia
MYR Account No: 514253-508779
Swift Code: MBBEMYKL

TERMS & CONDITIONS

Payment Terms: Payment is required within 7 days of invoice date. Olygen reserves the right to refuse admission IF payment is not received before the event date. Transfer: Transfer is allowed upon written notification. Cancellation: Registration carries a 50% cancellation liability, not with standing, full fee is payable when cancellation is less than two (2) weeks before the event. Cancellation has to be done in writing. If Olygen decides to cancel or postpone this event, it is not responsible for covering airfare, hotel, or other travel costs incurred by clients. The fee will not be refunded, but credited to a future event. No Show: No show does not constitute transfer or cancellation and the full fee is payable. Changes: Olygen reserves the right to change event dates, venue, speakers, or omit event features, or merge the event with another event, as it deems necessary without penalty, refunds or alternative offers. Tax: Registration fees exclude tax. For clients outside Singapore, the sum payable is as the listed fees, exclusive of tax. To this sum shall be added any other local tax or withholding tax from client's country of origin, if any. Marketing: Olygen may use your company's logo or business name or otherwise refer to your company in our website, any marketing, promotional or advertising material as a client of our services. Governing law: This Agreement shall be governed and construed in accordance with the law of Singapore and the parties submit to the exclusive jurisdiction of the Singapore Courts in Singapore. Indemnity: Should for any reason outside the control of Olygen, the event be cancelled due to an act of terrorism, extreme weather conditions or industrial action, Olygen shall endeavour to reschedule but the client hereby indemnifies and holds Olygen harmless from and against any and all costs, damages and expenses, including attorney's fees, which are incurred by the client.