


<p style="text-align: center;">KLM Technology Group</p> <p>Practical Engineering Guidelines for Processing Plant Solutions</p>		<p style="text-align: center;">Page 1 of 3</p> <p style="text-align: center;">Rev 2.0</p>
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Project Management Planning and Control

Introduction

The success of every company depends of each employee's understanding of the key business components. Employee training and development will unlock the companies' profitability and reliability. When people, processes and technology work together as a team developing practical solutions, companies can maximize profitability and assets in a sustainable manner. Training and development is an investment in future success - give yourself and your employees the keys to success

It is strategically important that your operations team understands the fundamentals of process unit operations concepts. This is the difference between being in the best quartile of operational ability and being in the last quartile. There is vast difference in the operational ability of operating companies and most benchmarking studies have confirmed this gap in operational abilities.

Whether you have a team of new or seasoned employees, an introduction or review of these concepts is very beneficial in closing the gap if you are not in the best quartile, or maintaining a leadership position. Most studies show that a continuous reinforcement of best practices in operational principles is the most effective way to obtain the desired results. Training and learning should be an on going continuous life long goal.


Course Objective

This course will guide the participates to develop key concepts and techniques for the project management planning and control. These key concepts can be utilized to make decisions that can improve your project's performance.

Many aspects of project management can be improved including time, quality, cost and safety. This cannot be achieved without first an understanding of basic fundamental principles of project management. These principles need to be understood in advance of the project for the manager or problem solving to be effective.

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This seminar focuses on the core building blocks of the project management planning and control. It will guide you to plan and run projects using best practices in a 10 step project management process. Through a simulated case study, in this course you learn how to successfully plan, manage and deliver projects. You also learn how to implement project management processes, develop leadership skills and respond to real-world scenarios. At the end of the course, you take away templates and checklists for use back at the office.

Outline

1. Introduction to the Processing Industry
2. Safety for the Processing Industry
3. Introduction to Project Management
4. Steps of Project Management

Define the Work
Build the Work Plan
Manage the Work Plan
Manage Issues
Manage Scope
Manage Communication
Manage Risk
Manage Documents
Manage Quality
Manage Metrics


5. Conclusions

Who Should Attend:

- People who are making day to day decisions regarding project planning and control.

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1. Operation Supervisors,
2. Maintenance Supervisors,
3. Senior Plant Supervisors,
4. Operations Engineers
5. Process Support Engineers
6. Project Managers

- Ideal for veterans and those with only a few years of experience who want to review or broaden their understanding in Project Management.
- Other professionals who desire a better understanding of subject matter
- Anyone new to project management or those who wish to refresh their knowledge of fundamental project management techniques.

What you can expect to gain:

- An detailed overview of project management guidelines
- Become familiar with project management triangle
- Plan and run projects using best practices in a 10 step project management process
- Have a case study to review all the steps
- Become familiar with project management control
- Implement risk management techniques and mitigation strategies
- Implement monitoring tools and controls to keep you fully in command of the project

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