

A Successful 3-Day In-house Training Course

Offshore Project Assessment



ISO 29990:2010 Certified



ISO 9001:2015 Certified



This course is Designed, Developed, and Delivered under
ISO 29990:2010 Standards & ISO 9001:2015

Offshore Project Assessment

WHY CHOOSE THIS TRAINING COURSE?

In any project, it is important to utilise project monitoring and evaluation skills in order to deliver projects effectively and efficiently. This course has been designed to provide delegates with an understanding of how to use project management skills to assess the progress of the project as it is being run - against project scope, identifying variables in relation to schedule, budget and quality parameters. We will also consider the environment itself, the offshore structures, the challenges of maintenance, pre-commissioning and health and safety implications in preparation for handover and closeout.

Offshore projects need continuous tracking in addition to periodic assessments in order to be effective and efficiently delivered. Stakeholders require constant feedback on project performance. Consequently, this workshop will equip delegates with advanced Project Monitoring and evaluation skills including developing an appreciation of the components of an effective Monitoring & Evaluation Plan - including data collection methods & tools as well as ethical considerations when working with data. Communication and feedback mechanisms for reporting are important to enhance anyone's capacity of managing the project effectively and efficiently to deliver on the expected intervention outcomes. Risk and resource management will be paramount while assessing our projects, and delegates will identify and quantify risks in relation to physical locations, available resources and the correct technology for the project to be delivered within offshore structures.

The course will feature:

- Applying fundamental principles of project management to an offshore project
- Assessing and managing M & E Processes on an offshore project
- Identify & learn how to utilise the tools and techniques of best-practice project management
- Describe & understand the procurement process and the importance of contract management
- Development of a Monitoring and Evaluation Framework
- Evaluation of project and task levels / activities that could cause cost and/or schedule overruns
- Identify what is important for start-up management & introducing the project deliverable into operations
- Develop Cost and Schedule recovery plans

WHAT ARE THE GOALS?

The programme is designed to provide practicing offshore project personnel with the skills and knowledge to successfully manage projects as they are delivered throughout the development and execution phase of a project. As such, delegates will:

- Gain an overview of the Monitoring & Evaluation Process
- Use a practical, process designed to manage project information & communication
- Learn to identify risks that affect project scope, time & schedule, cost and quality
- Update and maintain plans to allow project cost and schedule control
- Apply useful techniques to respond to findings for action and accountability
- Learn how to create an effective monitoring plan based on Earned Value Management (EVM)

WHO IS THIS TRAINING COURSE FOR?

This course is intended for individuals engaged in multiple disciplines across niche segments of the Offshore & Marine industry including but not limited to:

- Project decision makers
- Project managers
- Related project support managers
- Offshore Installation managers
- Project personnel who control project decisions and plans

HOW WILL THIS TRAINING COURSE BE PRESENTED?

This course will utilise a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. This includes:

- Training provided via an interactive format
- Facilitation taking place with in-class learning sessions
- Consistent use of both individual and group exercises,
- Good use of case studies /scenario studies to reinforce learnings
- Glossary of relevant terms for Project Management provided and referred to throughout to ensure competency descriptors are understood

The course includes teamwork around an applicable offshore case study, with group discussion and critical analysis of project stakeholders and project context.

Daily Topics

DAY ONE

Concepts of Project Management

- Project–Definitions, Attributes
- Project Life Cycle
- Define success criteria and KPI's of project
- Understand who stakeholders are and how they may impact upon the project

Starting with the End in Mind

- Understand the Project Charter or Business Case
- Identify Success Criteria, Success Factors and project KPI's
- Recognise Project Management Plan, defining and coordinating all subsidiary plans
- Understand scope through decomposition

Project Management Integration

- Need for team approach
- Importance of communication
- Using Project Context to understand the project environment

DAY TWO

Project Stakeholder Engagement

- Identify Stakeholders and analyse their expectations
- Managing stakeholder engagements - Consider best methods to increase support and minimise resistance

Project Risk Management - Assessing and Managing Project Risks

- Understanding qualitative and quantitative risk analysis
- Implementing / developing threat/opportunity response strategies
- Reassessing and controlling risks

Monitoring & Evaluation Management - Ensure Delivery as Planned

- Working with Project Reviews
- Earned Value Management
- Job-Site Management & Reporting
- Validate Scope – to ensure its appropriateness

DAY THREE

Updating and maintaining project plans

- Monitoring schedule progress
- Controlling schedules and cost
- Earned Value Management overview
- Change management and planning
- Updating schedules
- Critical points to consider in updating plans
- Project dashboards and reporting

Quality Certifications

ISO 29990 : 2010 Certified






ISO 9001: 2015 Certified



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