marcus evans professional training

Effective Monitoring & Control for Enhanced Project Performance

PROJECT MANAGEMENT SERIES

By the end of the course participants will be able to:

- **Track** project schedules, budgets and performance effectively
- Sequence and control **project activities**
- Assess the need for **cost and schedule contingencies**
- Implement EVA to measure and **control project**
- Handle variances in the project plan, and deal with and communicate **scope changes**
- Ensure all deliverables **meet customer's expectations**

PMPs are eligible to earn 14 PDUs upon completion of this training

Participants are encouraged to bring their own project documents for possible use in class exercises and discussions

"**Performance** is your **reality**. Forget everything else."

Harold S. Geneen

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Effective Monitoring & Control for Enhanced Project Performance

Overview:

Project monitoring and control is key in the project management cycle. Properly executing this process will contribute significantly to successful project completion. Project activity monitoring is an aspect of project management that is performed throughout the project. Controlling is the aspect wherein corrective and preventive actions are taken. Project managers need to increase their efficiency and effectiveness in monitoring and controlling their project progress in order to improve the speed and accuracy of project delivery.

By attending this programme, project managers will be ensured that they are equipped with useful tools and techniques to monitor and control project progress and to measure project. You will also learn how to measure project performance - objectively.

Day One

Session One
Overcoming issues and challenges in project monitoring and control
- Breaking down the stages /gates of project to be monitored
- Assessing project progress in terms of completed deliverable instead of cost only
- Ongoing review of identified risk within the project life cycle
- Conducting change control for ongoing project progression and performance reporting

Discussion: Delegates will discuss issues and challenges facing their current projects and brainstorm potential solutions to enhance their projects monitoring and control effort

Session Two
Mastering tools and techniques in monitoring project progress
- Familiarising with the various tools and techniques used by project managers according to PMBOK guideline
  - Identifying the activities that must be performed to produce the project deliverables
- Setting priorities in guidelines to ensure consistency in project monitoring process
- Designing and developing effective project control system (People, process and system)
- Understanding the different methods of progress measurement
- Identifying the most effective method for project measurement

Exercise: Delegates will discuss in groups and identify key activities to be performed to ensure successful project deliverables

Session Three
Implementing EVA as the basis for project performance measurement and developing an outline EVA implementation strategy
- Understanding Earned Value Analysis (EVA) and its basic concepts and methods
- Reviewing the key steps in EVA implementation
- Calculating the Estimates at Completion (EAC) to measure the expected total cost of a project
- Evaluating To Complete Performance Index (TCPI) to gauge future project works
- Identifying commercial tools that are used to perform earned value management

Exercise: Delegates will review the key steps in EVA implementation and learn how to apply to their own projects / sample projects

Session Four
Developing KPIs to ensure technical performance and project scope is achieved
- Reviewing the principles of scope management and change control
- Constructing a detailed and effective Work Breakdown structure
- Setting KPIs to enhance the use of EVA to improve project controls and measurement accuracy
- Developing KPIs for cost and schedule performance measures in project deliverables
- Integrating the impact of change to the performance measurement baseline

Testimonials from our past delegates:

"Very competent trainer."
PROJECT DEVELOPMENT HEAD
PT SMART

"Venue is good and presenter is good and well verse in the industry."
PROJECT ENGINEER
PETRON

"Very good experience and very professional."
TECHNICAL MANAGER
SAPURA ENERGY

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Turning 'Theory' into 'Practice'

This highly interactive and intensive training course provides attendees with the latest practices, tools and techniques. Our format combines real-world practical case study examples, hypothetical scenarios, group exercises and tutorial-style presentations with a focus on collaborative and interactive learning.

> **Approximately 50% of class time is devoted to casework and experiential learning. During hands-on exercises and discussions, you are encourage to bring your own project or casework questions to the training to optimise the learning experience**

Day Two

Session One
Communicating project progress effectively to ensure project success
- Developing a communications plan
- Distributing project information
- Establishing reporting techniques for a project
- Assessing the schedule of meeting effectively
- Enforcing issue and actions logs into the projects
- Securing, organising and storing project documents into the virtual filing cabinet

Session Two
Implementing effective cost control measure
- Identifying and managing hours worked
- Tracking equipment and materials costs
- Weekly budget reports
- Work packages and control accounts
- Relating the project budget to the financial accounting system

> **Case study:** Delegates will review their projects and analyse given case study to strengthen their understanding of project cost impacts and identify the reasons for cost under or over-runs

Session Three
Conducting project forecasting to review and mitigate potential risks
- Utilising forecasting techniques to facilitate pro-active decisions that keep a project on track
- Preventing project cost overrun by establishing cost trending analysis
- Addressing productivity and performance issues for improved forecast capabilities
- Using EVA to detect early warning of project risks

> **Exercise:** Delegates will analyse productivity issues facing their projects and brainstorm solutions to mitigate this risk

Session Four
Implementing recommendations for continuous project success
- Planning for change at project and organisational levels
- Mastering change management approaches and techniques
- Enhancing stakeholder engagement and improving communications
- Differentiating project outputs and organisational outcomes
- Gaining the benefits of change through a 'commitment curve'
- Identifying the Lessons Learned to improve performance of future projects within the organisation

> **Key message summary and closing remarks**

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Benefits to you

- Benefitting from small class size to enhance learning experience and interaction with trainer and other participants
- Learning from expert facilitator on the subject matter
- Sharing on latest practices, tools and techniques
- Putting theory into practice: Immediate application in the workplace

Who should attend?

This training will be of benefit for Project Managers, Team Leaders, Lead Engineers who are involved with managing the planning and controlling of projects.

Duration of Course:	**2 Days**
Location & Dates:	**Kuala Lumpur	22nd & 23rd May 2013**
Course Code:	**KL-GMP3336**

Other Project Management Programme in our Portfolio includes:

- Project Performance Monitoring & Control
- Project Budget & Cost Control
- Managing Large & Complex Projects
- Project Risk Management
- Managing Multiple Projects Effectively
- Finance for Project Managers

Programme schedule
Day One & Two

0830	Registration and Coffee
0900	Morning Session Begins
1030	Morning Refreshments and Networking Break
1230	Networking Luncheon
1330	Afternoon Session Begins
1530	Afternoon refreshments and Networking Break
1730	Course concludes

About your trainer

Patrick Weaver PMP, PMI-SP, FAICD, FCIOB

Patrick is the Managing Director of Mosaic Project Services Pty Ltd, an Australian project management consultancy business specialising in project control systems and a PMI endorsed Registered Education Provider; he is also the business manager of Stakeholder Management Pty Ltd. He is a Fellow of the Chartered Institute of Building (FCIOB), a Fellow of the Australian Institute of Company Directors (FAICD), a member of the PMI, APM (UK), and a MAIPM.

Patrick has over forty years experience in the Project Management industry. His career originally focused on the planning and managing of construction, engineering and infrastructure projects initially in the UK and then Australia. The last twenty years has seen his businesses and experience expand to include the successful delivery of project scheduling services and PMOs in a range of government, ICT and business environments; with a strong focus on project management training during the last decade. His consultancy work encompasses: developing and advising on project schedules, developing and presenting project management training courses, managing the development of internal project control systems for client organisations and assisting with dispute resolution and claims management, he is a qualified Arbitrator with IAMA.

In the last few years, Patrick has sought to 'give back' to the industry he has participated in since leaving college by contributing to the development of the project management profession. In addition to his committee roles within CIOB working towards the development of a comprehensive solution to 'time management in complex projects', he has presented papers at a wide range of project management conferences in the USA, Europe, Asia and Australia, has developed a comprehensive free PM web resource and has an on-going role with the PMOZ conference in Australia.

Some of Patrick's project management and training clients:

- Boeing Australia Limited
- BP Australia
- Elanora Sewage Plant
- Engro Asahi Polymer & Chemicals Ltd (Pakistan)
- Inland Oil
- Jubail Export Refinery
- Keppel Caincross Shipyard Limited
- Mount Isa Mines Ltd
- Oaky Creek Coal
- Qantas Defence Services
- Siemens Ltd
- Somerton Power Station, Melbourne
- Stawell Gold Mine (MPI Mines Ltd)
- Thiess

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Trainers – key to our success!

marcus evans' trainers are leading associate trainers. This ensures that our trainers are the best and most appropriate trainers for each individual course in terms of areas of expertise, training style, commercial industry experience and proven results.

We choose trainers who are specialists in their respective fields and are dedicated to enhancing the skills and knowledge of our delegates through practical, interactive and applicable training.

Training style – making training dynamic!

Our trainers are selected on their ability to inspire, motivate and empower delegates. This is achieved by delivering training that is dynamic and relevant to the day-to-day challenges delegates face in the real world.

All of the training courses offered represent a blend of tried and tested methods as well as the latest tools, techniques, market research, case studies and dynamic ways of thinking.

A maximum of 25 delegates per course in deluxe training venues allows for interactive training through group discussion, role-plays and exercises giving delegates the "how to" applicable and adaptable skills that they can use on returning to work.

Course content – making it relevant!

All delegates complete detailed pre-course questionnaires before the event enabling trainers to tailor course content in order to meet specific delegate needs. Delegate objectives are re-visited before, during and after the event allowing us to focus on outcomes and address any delegate concerns as and when they arise.

Where applicable, our trainers also act as coaches in providing one-to-one advice and feedback both during and after the course. To support your learning, we provide extensive documentation on all courses including, theory, models, exercises, worksheets, case studies, action plans, slides and further reading and reference material.

Course information

Upon receipt of your completed registration form you will receive formal confirmation of your booking. Approximately three weeks before the respective course you will receive all pre-course information including joining instructions, course timings, venue and accommodation information and pre-course questionnaires.

Further information

Please visit www.marcusevanspt-asia.com for further course information and training resources including:

- Course Booking and Administration Notes
- Accommodation Booking Service
- Special Offers and email Updates
- Recommended Reading Materials
- Training Articles and News
- Over 50 Public Course Outlines and In-Company Training Solutions

In-company training solutions

If you have a number of delegates with similar training needs then you may wish to consider having a cost-effective in-company training solution delivered locally or on-site. Courses can be tailored to specific requirements or developed as bespoke solutions. We also deliver activated teambuilding and leadership in-company workshops.

Please contact Sarah Faradilla to discuss further possibilities at +603 2723 6600 or email sarahf@marcusevanskl.com

marcus evans professional training courses combine the latest tools, techniques, market research, case studies and dynamic ways of thinking, delivered by experienced trainers to ensure the skills and knowledge acquired are directly applicable to your organisation.

Research	the latest concepts, tools, techniques and tried and tested methods
Trainers	the highest standard of dynamic trainers with cross-industry experience
Tailored	detailed pre-course questionnaires to address your objectives
Applicability	training relevant to your needs and your workplace
Interactive	limited numbers with group exercises, role-plays and feedback
Action	planning, implementation and follow-up
Documentation	comprehensive supporting notes and further reading materials
Venue	deluxe facilities supporting the training environment