

# PM1 PROJECT PLANNING, MANAGEMENT, & CONTROL (With Special Emphasis on Petroleum Projects) ( Five Days)

**Mr. Colin Balchin**

## COURSE OBJECTIVES

A five-day course providing the core skills and techniques required by today's Project Managers. It deals with all aspects of Project planning, Management, and control combining theory and practice. The programme aims to equip the delegates with key skill to develop and improve their performance in a project management team. The course is delivered by accredited members of the Association for Project Managers (APM) and conforms to the APM's 'Body of Knowledge'.

The course will be run in a **workshop** form using **Project Management Software and Personal Computers**.

## WHO SHOULD ATTEND

The course is designed for Project Managers, Team Leaders, Team Players and anyone working in Project Management who require a better understanding of the principles and fundamentals of Project Management. The course is also useful for candidates involved in projects requiring synergetic teamwork.

## COURSE CONTENT

Upon completion candidates should have a Comprehensive understanding of the following topics:

- **Project Management Concepts and Life Cycle**
  - Human aspects of Project Management.
  - Techniques of project management.
  - Project management and execution plans.
- **Risk Analysis and Management**
  - Project risk analysis
  - The impact of risk on project cost and schedule.
  - Techniques for reducing risk.
  - Contingencies in projects.
  - Risk management in projects.
- **Project Finance and Appraisal**
  - Project costs.
  - The difference between Profit and Cash.
  - Evaluation of the consequences of decision.
- **Project Engineering, constructability, and Modularisation.**
  - Engineering construction management.

- Principles and techniques of constructability and modularisation in relation to project execution and life cycle
- The relation between material procurement to the cost of project's construction.
- Quality control issues in engineering projects.

- **Planning & Scheduling**

- **Monitoring & Control**

- **Project control**

- The key features of effective planning and control.
- Integration of work breakdown structure (WBS) with costs and contract finance.
- The relation between progress and incurred costs.

- **Contract Management**

- Claims management.
- The role of contracts in project control and their impact.
- Techniques for reducing risk with contracts.
- Pre-qualifying, bid strategy, and contract types

- **Project Management Software Tools**

- Use of computers in project management.
- Computing needs of projects.

- **Team Aspects**

- Selection Identifying Team Roles.
- Identifying Team Players
- Strengths & Weaknesses of Team Players.
- Mixing the Correct Team Roles

## Mr. Colin Balchin

### THE LECTURER

The course director is Colin Balchin whose career spans IT, Project Control and Project Management experience with Shell Expro, Britoil, British Steel, PA Consultants, March Consultants and Scopec. He developed a MSc course in project management for Aberdeen University. The course was especially designed for working managers and engineers. He also developed an elective BSc course in Project Management for the honours undergraduate students in Edinburgh University.

He also developed project management IT strategy and project control requirements, prepared & implemented incentive pay schemes, and managed many projects for different industries.

He is a Member of the Association of Project Managers and the Operations Research Society.