Offshore Project Assessment

INTRODUCTION

- In any project, it is important to utilise project monitoring and evaluation skills in order to deliver projects effectively and efficiently. This Offshore Project Assessment training 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 feed back on project performance. Consequently, this training course 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 collections 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.

This training 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

OBJECTIVES

This Offshore Project Assessment training course 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)

TRAINING METHODOLOGY

This Offshore Project Assessment training 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 learning
- Glossary of relevant terms for Project Management provided and referred to throughout to ensure competency descriptors are understood

WHO SHOULD ATTEND?

This Offshore Project Assessment training 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 and other Project Management Professionals
- Related Project Support Managers
- Offshore Installation Managers
- Project Personnel who control project decisions and plans

Course Outline

Concepts of Project Management

- Project–Definitions, Attributes
- Project Life Cycle
- Use of Project Stage Gates

Project Context

- Identify contextual factors that can impact upon the 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 offshore scope through decomposition

Project Stakeholder Engagement

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

Project Management Integration

- Need for team approach
- Importance of communication
- Using team development models
- Importance of leadership
- Using collaboration as a communication and motivation tool

Quality Management

- Developing a Quality Strategy
- Understanding what is to be assessed
- Testing & Reporting

Project Risk Management - Assessing and Managing Project Risks

- Identifying risks in relation to project operations
- Understanding qualitative and quantitative risk analysis
- Implementing / developing threat/opportunity response strategies
- Reassessing and controlling risks

Decision-making

- Working with Project Information to support decisions
- Decision-making techniques
- Negotiation techniques
- Conflict Management

Updating and Maintaining Project Plans

- Monitoring schedule progress
- Controlling schedules and cost
- Earned Value Management overview

Monitoring & Evaluation Management - Ensure Delivery as Planned

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

Managing Project Changes

- Change management and planning
- Updating schedules
- Critical points to consider in updating plans
- Project dashboards and reporting

Handover & Close-out

- Preparing for Handover
- Project Closure activities

Preparing for Standard Operations

- Identifying SOP's
- Where is Commissioning?