COURSE OVERVIEW PM0069
Project Management: The A to Z of Best Practices

Course Title
Project Management: The A to Z of Best Practices

Course Date/Venue
January 19-23, 2025/ TBA Meeting Room, Hilton Kuwait Resort, Mangaf, Kuwait City, Kuwait

3.0 CEUs (30 PDHs) AWARD

H-STK© INCLUDED

Course Reference
PM0069

Course Duration/Credits
Five days/3.0 CEUs/30 PDHs

Course Description

This practical and highly-interactive course includes various practical sessions and exercises. Theory learnt will be applied using our state-of-the-art simulators.

Project management has evolved over time, becoming the principal mean of dealing with change in modern organizations. Best practices have occurred as a result of business evolution and of practicing project management at a global leveP l. Best practices in project management, if followed, increase the chances of success in achieving goals when dealing with projects.

Project management is accomplished through the application and integration of the project management processes of initiating, planning, executing, monitoring and controlling, and closing. Best practice is based on experience and is used to describe the process of developing and following a standard way of doing things. In project management, best practice is a general term that include guidelines and international standards.

Management of projects for petrochemical companies is critically important, as worldwide the industry spends over billions of dollars annually in building new plants or expanding the existing ones. The petrochemical industry has made tremendous improvements in its management of projects. Industry and cross industry best practices have become well recognized and implemented by most companies. Several companies have taken steps to improve their approaches through changes in organizational models and skills, and establishment of expertise centers.

This course is designed to provide an up-to-date overview of the best practices (A-Z) in project management in general and in petrochemical projects in particular. It covers the project management; the project management and plant production operations; the supply chain in the petrochemical projects; the program management; the project risk management; prioritizing the work; the critical chain management; the tam and personnel management; the project management and information system; the program management office and portfolio management; and the petrochemical project best practices.

The course is carefully developed to reflect the best practices that also match the training requirements of distinguished professional organizations such as the Project Management Institute (**PMI**) and **FIDIC**. The Professional Development Units/Hours (**PDUs**) or Continuing Education Units (**CEUs**) awarded to our participants are recognized by the Project Management Institute (**PMI**) and by the International Association for Continuing Education & Training (**IACET-USA**).

Course Objectives

Upon the successful completion of the course, each participant will be able to:-

- Apply and gain an in-depth knowledge on best practices (A-Z) of project management
- Discuss the petrochemical projects and the project management functions of plan, organize, lead and control
- Carryout project management and plant production operations
- Explain the supply chain in the petrochemical projects and recognize the benefits of a supply chain philosophy to a company
- Manage program and discuss the program manager skills, architecting the program, program phases, program communications and multi-site project management
- Carryout project risk management, risk assessment, select the risk response, risk levels and prioritization, project-level risk ranking and risk reduction approaches
- Prioritize the work through applying expected values and decision trees, identifying and managing stakeholder priorities and setting work priorities
- Determine critical chain management covering project conflicts, duration estimating, project constraints, critical chain project management/buffer management and de-conflicting resources
- Implement team and personnel management, team development, managing multi-site teams and kickoff meetings in setting team direction
- Carryout project management information system including inputs and updates, detailed approaches, PMIS for multiple projects, PMIS for a program and project metrics
- Apply program management office and portfolio management and identify the types of PMOs, PMO services, advantages of portfolio management and selecting projects for the portfolio
- Employ petrochemical project best practices that includes construction contracting strategy, project quality plan & HSE plan, interface management, cost control, progress report preparation, etc

PMI Recognition of Haward Courses

The Project Management Institute (**PMI**) recognizes Haward's Continuing Education Units (CEUs).

The recognition and acceptance of our PDUs/CEUs fall under Category B of PMI's "**PDU Activity Reporting Form**". Hence what the delegates simply need to do is to complete this form (we can help our clients to do that) and submit it to PMI upon the receipt of Haward's certificates and ANSI/IACET's CEUs. PMI will automatically award the delegates with 30 PMI PDUs after receiving our confirmation or once they see Haward's international-accredited certificate.

Haward Technology, being the first **Authorized Provider** of the International Association for Continuing Education & Training (**IACET-USA**) in the Middle East, is authorized to award ANSI/IACET **CEUs** that are automatically accepted and recognized by the Project Management Institute (**PMI**).

Who Should Attend

This course provides an overview of all significant aspects and considerations of best practices for managing petrochemical projects for those who are involved or impacted by projects such as project engineers, lead project engineers, senior project engineers, project managers, turn-around management, maintenance management, shutdown management and unit heads.

Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

30% Lectures
20% Practical Workshops & Work Presentations
30% Hands-on Practical Exercises & Case Studies
20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.

Certificate Accreditations

Certificates are accredited by the following international accreditation organizations: -

- The International Accreditors for Continuing Education and Training (IACET - USA)

  Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

  Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units** (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

  Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

- British Accreditation Council (BAC)

  Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

Course Fee

US$ 5,500 per Delegate. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:

Mr. Pan Kidis, MBA, BSc, is a **Senior Project & Management Consultant** with over **30 years** of extensive experience in **Project Scheduling & Cost Control**, **Project Planning, Scheduling & Cost Control Professional**, **Production Planning & Scheduling**, **Administration** Skills, **Project** Management Essentials, **Project** Management **Compliance**, **Strategic Planning**, **Mastering Contract Preparation**, **Contract and Risk** Management, **Value Engineering**, **Negotiation & Administratio**n Techniques, **Office Management** Skills, **Survey** Skills, **Interviewing** Skills, **Interpersonal** Skills, **Communication** Skills, **Negotiation** Skills, **Presentation** Skills, **Manager** Skills, **Supervisory & Management** Skills, **Counselling** Skills, **Leadership** Skills, **Office Management**, **Code of Conduct**, **Train the Trainer**, **Logistics & Transportation Planning** Methods, **Forecasting Logistics** Demands, Visual Network Model, **Logistics Operations**, **Strategic Transport Planning**, **Transport** System, **Fleet Planning**, Routing & Scheduling, **Transport** Cost Concepts & Elements, Costing Vehicles & Trips, Tariff Fixing, **Supply Chain & Operations** Management, **Logistics & Production** Planning, **Cost Reduction** Techniques, **Inventory** Management, **Business Analysis**, **Risk** Management, **Production** Management, **Warehouse** Management, **Production Planning, Material Requirement Planning**, **Budgeting**, Production & Shop Floor Scheduling, **Cost Analysis**, **Database** Design & Implementation, **Business Administration, Production Data** Acquisition & Analysis, Industrial **Logistics**, Process Improvement, Team Leadership & Training, Textile Manufacturing, Staff Reduction, **Warehouse** and **Shipping**. Further, he is also well-versed in **Cash Flow** Management, **Decision Making** Techniques, Production & Product Inventory Control, **Inventory** Analysis Tools, **Stock Management** Techniques, Material Handling, Process Improvement & Equipment Selection, **Costing & Budgeting**, Wastewater Treatment Plant Monitoring & Control, Volume Tank Measurements, Data Acquisition and Energy Conservation. He is currently the **Business Analyst** of Diasfalisis Ltd. wherein he is responsible in the design of the proposed business model and develop and evaluate new applications.

Mr. Kidis had occupied several significant positions as the **Supply Chain Manager**, **Production Planning & Logistics Manager**, **Purchasing Office Manager**, **Project Manager**, **Assistant Dyeing Manager**, **Production Supervisor**, **Production Coordinator** and Design & Analysis Intern for various international companies such as the Hellenic Fabrics, **AKZO Chemicals Ltd.** and **EKO Refinery** and Greek Navy Force.

Mr. Kidis has a **Master's** degree in **Business Administration** from the **University of Kent**, **UK** and a **Bachelor** degree in **Chemical Engineering** from the **Aristotle University of Thessaloniki**, **Greece**. Further, he is a **Certified Instructor/Trainer**, a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management** (**ILM**) and has delivered numerous trainings, courses, workshops, seminars and conferences internationally.

Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1: ***Sunday 19th of January 2025***

0730 – 0800	*Registration & Coffee*
0800 – 0815	*Welcome & Introduction*
0815 – 0830	***PRE-TEST***
0830 – 0930	***Project Management Introduction*** *Petrochemical Projects ● Project Management Functions of Plan, Organize, Lead and Control ● PMI ● Project Software and Standards ● Exercises: Typical Projects in Petrochemical Industry*
0930 – 0945	*Break*
0945 – 1130	***Project Management & Plant Production Operations*** *Operations Have Needs – Become Projects ● Selecting Feasible, Operational and Cost Effective Projects ● Exercises: Project Selection and Analysis Techniques ● Project Long Term Strategy and Plan*
1130 – 1230	***Supply Chain in the Petrochemical Projects*** *What is the Supply Chain? ● What is an Internal Supply Chain? ● Benefits of a Supply Chain Philosophy to a Company ● Exercises: Design a Petrochemical Operational Supply Chain ● Design Petrochemical Project Supply Chain*
1230 – 1245	*Break*
1245 – 1420	***Program Management*** *What's Critical in Managing Programs ● Program Manager Skills ● Architecting the Program ● Program Phases*
1420 – 1430	***Recap***
1430	*Lunch & End of Day One*

Day 2: ***Monday 20th of January 2025***

0730 – 0930	***Program Management (cont'd)*** *Program Communications ● Multi-Site Project Management ● Exercise: Large Project, Identify the Sub-Projects with it & Develop a Program Plan to Accomplish the Overall Program*
0930 – 0945	*Break*
0945 – 1130	***Project Risk Management*** *Risk Management & Risk Assessment ● Qualitative vs. Quantitative Risk Assessment ● Selecting the Risk Response*
1130 – 1230	***Project Risk Management (cont'd)*** *Risk Levels & Prioritization ● Project-Level Risk Ranking ● Risk Reduction Approaches*
1230 – 1245	*Break*
1245 – 1420	***Prioritizing the Work*** *Expected Values & Decision Trees ● Identifying & Managing Stakeholder Priorities*
1420 – 1430	***Recap***
1430	*Lunch & End of Day Two*

Day 3: Tuesday 21st of January 2025

0730 – 0930	***Prioritizing the Work (cont'd)*** *Setting Work Priorities ● What Drives Priorities? ● Exercise: The Participants will Develop a Prioritization Plan for their Own Work as well as De-Conflicting Team Member Priorities among a Set of Parallel Projects*
0930 – 0945	*Break*
0945 – 1130	***Critical Chain Management*** *Theory of Constraints ● Project Conflicts ● Duration Estimating ● Project Constraints*
1130 – 1230	***Critical Chain Management (cont'd)*** *Critical Chain Project Management/Buffer Management ● De-Conflicting Resources ● Exercise: The Participants will be Given a Project & Develop the Schedule Based on Critical Chain Practices*
1230 – 1245	*Break*
1245 – 1420	***Team & Personnel Management*** *Teams vs Groups ● Span of Control ● Team Development ● Challenges in Team Development*
1420 – 1430	***Recap***
1430	*Lunch & End of Day Three*

Day 4: Wednesday 22nd of January 2025

0730 – 0930	***Team & Personnel Management (cont'd)*** *Managing Multi-Site Teams ● Foreign Teams ● Kickoff Meetings in Setting Team Direction*
0930 – 0945	*Break*
0945 – 1130	***The Project Management Information System*** *Overview of a PMIS ● Inputs & Updates ● Detailed Approaches ● PMIS for Multiple Projects ● PMIS for a Program ● Project Metrics*
1130 – 1230	***Program Management Office & Portfolio Management*** *Types of PMOs ● PMO Services ● Advantages of Portfolio Management*
1230 – 1245	*Break*
1245 – 1420	***Program Management Office & Portfolio Management (cont'd)*** *Selecting Projects for the Portfolio ● Portfolio Risk Management ● Exercise: Participants will be Given a Set of Status Communications from Various Projects & Identify Which Projects are in Trouble & What the Problem is. They will Identify What Types of Services a PMO can Offer within Their Own Organizations*
1420 – 1430	***Recap***
1430	*Lunch & End of Day Four*

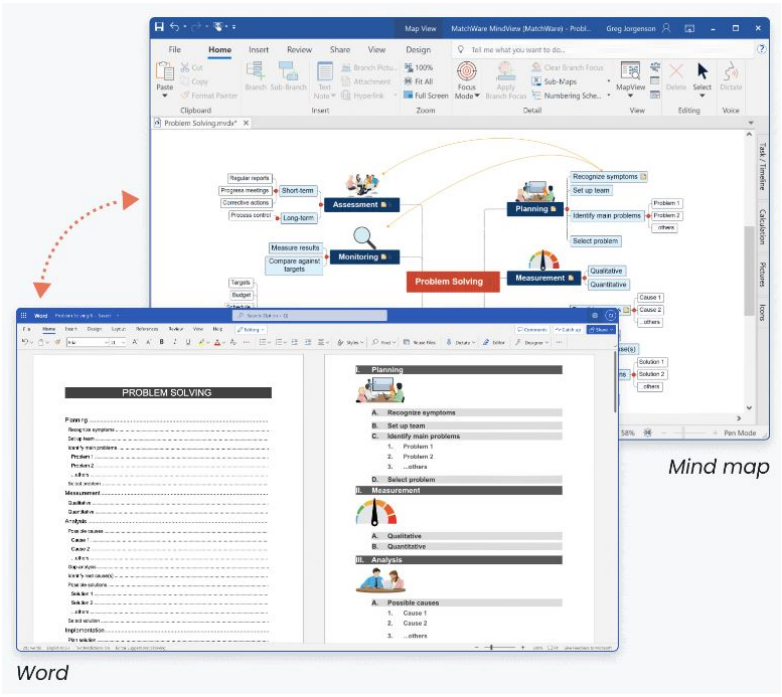
Day 5: Thursday 23rd of January 2025

0730 - 0930	***Petrochemical Project Best Practices*** *Construction Contracting Strategy ● Project Quality Plan & HSE Plan ● Interface Management (EU, Stakeholders & Share Holders) ● Engineering Disciplines Man-Hours ● Cost Control & Initial Budget Issues*
0930 – 0945	*Break*
0945 – 1130	***Petrochemical Project Best Practices (cont'd)*** *Preparation of Progress Report ● Increase in Piping Quantities & Electrical Instrument Cables ● Delay in Civil Work ● Skid Delivery Delay ● Company Comments on Civil Works*

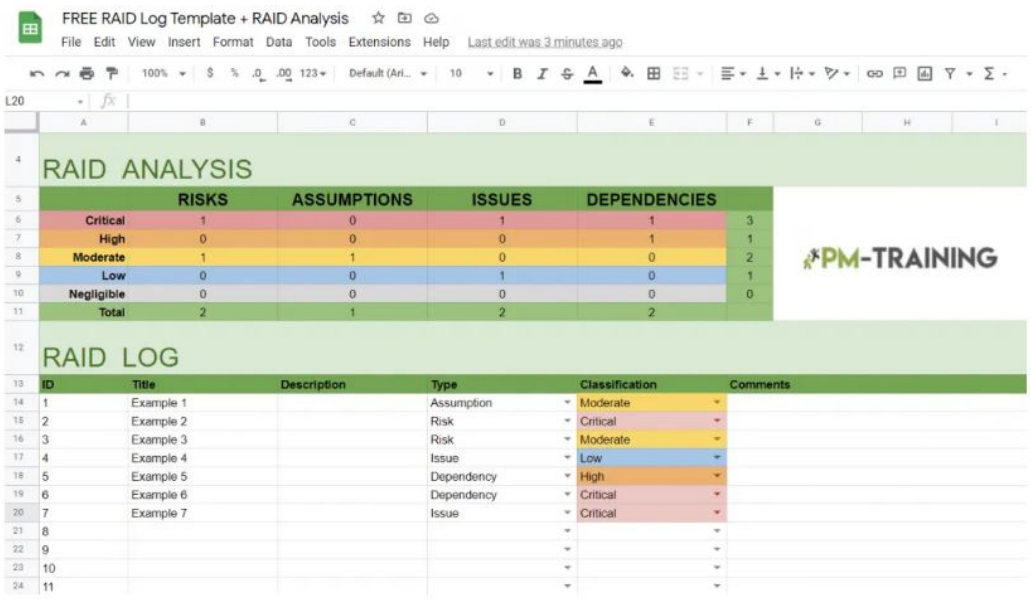
1130 – 1230	***Petrochemical Project Best Practices (cont'd)*** *Delay in Isometrics & Key Construction Drawings for E & I Issues ● HSE LTI Management ● Claims Management & Claim Mechanical Contractors (to be Added as CTN Raised & DCA) ● Plan & Achieve Mechanical Completion Including Pre-Commissioning ● Management of Punch Lists ● Major Equipment Damage & Repair Management ● Commissioning & TEST Runs & Handover Management & Issuance of PAC*
1230 – 1245	*Break*
1245 – 1345	***Petrochemical Project Best Practices (cont'd)*** *Final Document Management ● Planning of Warrantee & Handling of Issues During Warrantee Period ● Review & Issuance of FAC ● Issuance of Lessons Learnt ● Performance Feedback for Major Contractors & Vendors*
1400 – 1415	***POST-TEST***
1415 – 1430	*Presentation of Course Certificates*
1430	*Lunch & End of Course*

Simulator (Hands-on Practical Sessions)

Practical sessions will be organized during the course for delegates to practice the theory learnt. Delegates will be provided with an opportunity to carryout various exercises using the "Mindview Software" and "Raidlog Simulator".



Mindview Software



FREE RAID Log Template + RAID Analysis

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RAID ANALYSIS

	RISKS	ASSUMPTIONS	ISSUES	DEPENDENCIES	
Critical	1	0	1	1	3
High	0	0	0	1	1
Moderate	1	1	0	0	2
Low	0	0	1	0	1
Negligible	0	0	0	0	0
Total	2	1	2	2	

PM-TRAINING

RAID LOG

ID	Title	Description	Type	Classification	Comments
1	Example 1		Assumption	Moderate	
2	Example 2		Risk	Critical	
3	Example 3		Risk	Moderate	
4	Example 4		Issue	Low	
5	Example 5		Dependency	High	
6	Example 6		Dependency	Critical	
7	Example 7		Issue	Critical	
8					
9					
10					
11					

Raidlog Simulator

Course Coordinator

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