

COURSE OVERVIEW PM0138
Best Practices for Site & Sustaining Capital Projects

Course Title

Best Practices for Site & Sustaining Capital Projects

Course Date/Venue

December 09-13, 2024/ Fujairah Meeting Room, Grand Millennium Al Wahda Hotel, Abu Dhabi, UAE

Course Reference

PM0138

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.



This course is designed to provide participants with a detailed and up-to-date overview of Best Practices for Site and Sustaining Capital Projects. It covers the types of capital projects in the oil and gas industry; sustaining capital projects and their roles in maintaining and enhancing operational capacity; the capital project lifecycle management; the guidelines for conducting feasibility studies including economic, technical and environmental considerations and techniques for justifying projects through business case development; the best practices in budgeting and cost estimation for capital projects; and the methodologies for accurate cost forecasting and contingency planning.



Further, the course will also discuss the project scheduling techniques and planning tools like Gantt charts, critical path method (CPM) and project management software applications; the strategies for effective stakeholder engagement including identification, analysis and development of communication plans to ensure project alignment and support; and the project execution strategies for site and sustaining capital projects including contracting strategies, procurement and logistics planning.

During this interactive course, participants will learn the risk management in capital projects; the HSE considerations into project planning and execution; the techniques for ensuring quality in project delivery; the strategies for managing changes during project execution; the sustainability and social responsibility into capital projects; the methods for monitoring project progress and performance; the project performance including post-project reviews, lessons learned sessions and knowledge sharing to improve future project execution; the best practices for closing out capital projects including documentation, asset handover and closure reports ensuring a smooth transition to operations; the financial closure and ROI analysis; and the role of technology in enhancing project management.

Course Objectives

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

- Apply and gain systematic techniques and methodologies on site and sustaining capital projects best practices
- Identify the types of capital projects in the oil and gas industry including distinctions between site projects, sustaining capital projects and their roles in maintaining and enhancing operational capacity
- Manage capital project lifecycle from concept to commissioning including key stages, milestones and decision gates
- Implement guidelines for conducting feasibility studies including economic, technical and environmental considerations and apply techniques for justifying projects through business case development
- Carryout best practices in budgeting and cost estimation for capital projects including methodologies for accurate cost forecasting and contingency planning
- Employ project scheduling techniques and planning tools like Gantt charts, critical path method (CPM) and project management software applications
- Apply proper strategies for effective stakeholder engagement including identification, analysis and development of communication plans to ensure project alignment and support
- Develop project execution strategies for site and sustaining capital projects including contracting strategies, procurement and logistics planning
- Use comprehensive approach to risk management including identification, assessment and mitigation strategies to minimize impact on project delivery
- Integrate HSE considerations into project planning and execution including regulatory compliance and sustainable development principles
- Carryout systematic techniques for ensuring quality in project delivery including quality planning, assurance practices and quality control measures throughout the project lifecycle
- Enhance strategies for managing changes during project execution including change control processes, impact assessment and adjustments to project plans
- Integrate sustainability and social responsibility into capital projects including assessment of environmental impact, community engagement and sustainable resource management
- Employ appropriate methods for monitoring project progress and performance including earned value management (EVM), dashboards and progress reporting

- Evaluate project performance including post-project reviews, lessons learned sessions and knowledge sharing to improve future project execution
- Apply best practices for closing out capital projects including documentation, asset handover and closure reports ensuring a smooth transition to operations
- Estimate project financials including cost reconciliation and conduct return on investment (ROI) analysis to evaluate project success and inform future investments
- Recognize the role of technology in enhancing project management including the use of building information modeling (BIM), drones and digital twins for better project oversight and execution

Exclusive Smart Training Kit - H-STK®



Participants of this course will receive the exclusive “Haward Smart Training Kit” (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes **electronic version** of the course materials, sample video clips of the instructor’s actual lectures & practical sessions during the course conveniently saved in a **Tablet PC**.

Who Should Attend

This course covers systematic techniques and methodologies on best practices for site and sustaining capital projects for project managers, procurement practitioners, project engineers, financial managers, production managers and those who have input to the expenditure of capital funds will find this course highly beneficial.

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.

Course Fee

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

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: -

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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.

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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 Instructor

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



Dr. Chris Le Roux, PhD, MSc, BSc, PMI-PMP is a **Senior Finance & Management Consultant** with over **45 years** of teaching, training and industrial experience. His expertise lies extensively in the areas of **Economic Analysis, Project Management, Business Writing, Emotional Intelligence, Budgeting, Accounting & Cost Control, Real Estate Development & Investment, Real Estate Market Analysis, Office Management & Administration, Presentation Skills, Contract Management, Problem Solving & Decision Making, Change Management, Coaching Skills, Negotiation Skills, Strategic Planning, Time Management, Risk Analysis & Risk Management, Stress Management, Supplier Management, Teamwork & Communication Skills, Business Process Improvement & Development, Business Process Mapping & Modelling, Planning Cycle & Techniques, Work Budgeting & Cost, Human Resource Management, Interpersonal & Relationship Management, Business Acumen & Critical Evaluation, Risk Management, Corporate Social Responsibility, Leadership & Teambuilding Skills, Interpersonal Skills & Teamwork, Talent Management, Strategic Human Resources Management, Inventory Management, Customer Service, Persuasion Techniques, Supervisory Skills, Public Relations & Corporate Communication, Project Delivery & Governance Framework, Project Management Practices, Project Management Disciplines, Project Risk Management and Risk Identification.** Further, he is also well-versed in **Integrated Security Systems, Incident Threat Characterization & Analysis, Physical Security Systems, Security Crisis, Security Emergency Plan, Command & Control System and Crisis Management.** He was the **Psychologist & Project Manager** wherein he was responsible in the project management and private psychology practices.

During his career life, Dr. Le Roux has gained his academic and field experience through his various significant positions and dedication as the **Director, Medico Legal Assessor Psychologist, Training & Development General Manager, Project Manager, Account Manager, Commercial Sales Manager, Manager, Sales Engineer, Project Specialist, Psychology Practitioner, Senior HR Consultant, Senior Lecturer, Senior Consultant/Trainer, Business Consultant, Assistant Chief Education Specialist, ASI Coordinator, Part-time Lecturer/Trainer, PMP & Scrum Trainer, Assessor & Moderator, Team Leader, Departmental Head, Technical Instructor/Qualifying Technician, Apprentice Electrician: Signals and Part-Time Electrician** from various companies and universities such as the South African Railway (SAR), Department of Education & Culture, **ESKOM**, Logistic Technologies (Pty. Ltd), Human Development: Consulting Psychologies (HDCP) & IFS, Mincon, Eagle Support Africa, Sprout Consulting, UKZN, Grey Campus, Classis Seminars, CBM Training, just to name a few.

Dr. Le Roux has a **PhD in Commerce Major in Leadership in Performance & Change**, a **Master's degree in Human Resource Management**, a **Bachelor's degree (with Honours) in Industrial Psychology**, a **National Higher Diploma** and a **National Technical Diploma in Electrical & Mechanical Engineering.** Further, he is a **Certified Project Management Professional (PMI-PMP)**, a **Certified Scrum Master Trainer** by the VMEdU, a **Certified Instructor/Trainer** and a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management (ILM).** Moreover, he is a **Registered Industrial Psychologist** by the Health Professions Council of South Africa (HPCSA), a **Registered Educator** by the South African Council for Educators (SACE) and a **Registered Facilitator, Assessor & Moderator** with Education, Training and Development Practices (ETDP) SETA. He has further delivered numerous trainings, courses, seminars, conferences and workshops globally.

Course Program

The following program is planned for this course. However, the course instructor 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 : Monday 09th of December 2024

0730 – 0800	Registration & Coffee
0800 – 0815	Welcome & Introduction
0815 – 0830	PRE-TEST
0830 – 0930	Overview of Site & Sustaining Capital Projects: The Types of Capital Projects in the Oil and Gas Industry including Distinctions Between Site Projects and Sustaining Capital Projects, and their Roles in Maintaining and Enhancing Operational Capacity
0930 – 0945	Break
0945 – 1030	Project Lifecycle Management: The Capital Project Lifecycle from Concept to Commissioning including Key Stages, Milestones and Decision Gates
1030 – 1230	Feasibility Studies & Project Justification: Guidelines for Conducting Feasibility Studies including Economic, Technical and Environmental Considerations and Techniques for Justifying Projects through Business Case Development
1230 – 1245	Break
1245 – 1420	Feasibility Studies & Project Justification: Guidelines for Conducting Feasibility Studies including Economic, Technical and Environmental Considerations and Techniques for Justifying Projects through Business Case Development (cont'd)
1420 – 1430	Recap
1430	Lunch & End of Day One

Day 2: Tuesday 10th of December 2024

0730- 0930	Budgeting & Cost Estimation: Best Practices in Budgeting and Cost Estimation for Capital Projects including Methodologies for Accurate Cost Forecasting and Contingency Planning
0930 – 0945	Break
0945 – 1100	Budgeting & Cost Estimation: Best Practices in Budgeting and Cost Estimation for Capital Projects including Methodologies for Accurate Cost Forecasting and Contingency Planning (cont'd)
1100 – 1230	Project Scheduling & Planning Tools: Introduction to Project Scheduling Techniques and Planning Tools, such as Gantt Charts, Critical Path Method (CPM), and Project Management Software Applications
1230 – 1245	Break
1245 – 1420	Stakeholder Engagement & Communication Plans: Strategies for Effective Stakeholder Engagement including Identification, Analysis, and Development of Communication Plans to Ensure Project Alignment and Support
1420 – 1430	Recap
1430	Lunch & End of Day Two

Day 3: Wednesday 11th of December 2024

0730 – 0830	Project Execution Strategies: Detailed Exploration of Execution Strategies for Site and Sustaining Capital Projects including Contracting Strategies, Procurement, and Logistics Planning
0830 – 0930	Risk Management in Capital Projects: Comprehensive Approach to Risk Management including Identification, Assessment, and Mitigation Strategies to Minimize Impact on Project Delivery
0930– 0945	Break
0915 – 1230	Health, Safety & Environmental (HSE) Considerations: Best Practices for Integrating HSE Considerations into Project Planning and Execution including Regulatory Compliance and Sustainable Development Principles
1230 – 1245	Break
1245 – 1420	Quality Assurance & Control: Techniques for Ensuring Quality in Project Delivery including Quality Planning, Assurance Practices, and Quality Control Measures Throughout the Project Lifecycle
1420 – 1430	Recap
1430	Lunch & End of Day Three

Day 4: Thursday 12th of December 2024

0730- 0930	Change Management in Project Execution: Strategies for Managing Changes During Project Execution including Change Control Processes, Impact Assessment, and Adjustments to Project Plans
0930 – 0945	Break
0945 – 1100	Sustainability & Social Responsibility: Integrating Sustainability and Social Responsibility into Capital Projects including Assessment of Environmental Impact, Community Engagement, and Sustainable Resource Management
1100 – 1230	Project Monitoring & Control Techniques: Methods for Monitoring Project Progress and Performance including Earned Value Management (EVM), Dashboards, and Progress Reporting
1230 – 1245	Break
1245 – 1420	Performance Evaluation & Lessons Learned: Approaches for Evaluating Project Performance including Post-Project Reviews, Lessons Learned Sessions, and Knowledge Sharing to Improve Future Project Execution
1420 – 1430	Recap
1430	Lunch & End of Day Four

Day 5: Friday 13th of December 2024

0730 – 0930	Project Closure & Handover: Best Practices for Closing Out Capital Projects including Documentation, Asset Handover, and Closure Reports, Ensuring a Smooth Transition to Operations
0930 – 0945	Break
0945 – 1130	Financial Closure & ROI Analysis: Finalizing Project Financials, including Cost Reconciliation, And Conducting Return on Investment (ROI) Analysis to

	<i>Evaluate Project Success and Inform Future Investments</i>
1130 – 1230	Technology Integration in Capital Projects: <i>Exploring the Role of Technology in Enhancing Project Management including the Use of Building Information Modeling (BIM), Drones, and Digital Twins for Better Project Oversight and Execution</i>
1230 – 1245	<i>Break</i>
1245 – 1345	Interactive Workshop: <i>Simulating a Capital Project: Hands-on Workshop Where Participants Apply Concepts Learned to Simulate the Planning, Execution, and Closure Phases of a Capital Project, Incorporating Risk Management, Stakeholder Engagement, and Sustainability Considerations</i>
1345 – 1400	Course Conclusion
1400 – 1415	POST-TEST
1415 – 1430	<i>Presentation of Course Certificates</i>
1430	<i>Lunch & End of Course</i>

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 “MS Project” and “Mindview Software”.



Course Coordinator

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