KLM Technology Group **Practical Engineering Guidelines for Processing Plant Solutions**	**KLM Technology Group**	Page 1 of 5 Rev 1.0

**Engineering Solutions
Consulting, Guidelines, and Training**

www.klmtechgroup.com

Introduction to Project Management
Training Course

Introduction

The success of every company depends of each employee's understanding of the business's key components. Employee training and development will unlock the companies' profitability and reliability. When people, processes, and technology work together as a team developing practical solutions, companies can maximize profitability and assets in a sustainable manner.

It is strategically important that your group understands the fundamentals of project management. This is the difference between being in the best quartile of project management and being in the last quartile. There is vast difference in the ability of companies and most benchmarking studies have confirmed this gap in abilities.

Whether you have a team of new or seasoned employees, an introduction or review of these concepts is greatly beneficial in closing the gap if you are not in the best quartile or maintaining a leadership position. Most studies show that a continuous reinforcement of best practices in project management principles is the most effective way to obtain the desired results. Training and learning should be an ongoing continuous lifelong goal.

Course Objective

This course will guide the participates to develop key concepts and techniques for the project management planning and control. These key concepts can be utilized to make decisions that can improve your project's performance.

Many aspects of project management can be improved including time, quality, cost and safety. This cannot be achieved without first an understanding of basic fundamental principles of project management. These principles need to be understood in advance of the project for the manager or problem solving to be effective.

This seminar focuses on the core building blocks of the project management planning and control. It will guide you to plan and run projects using best practices in a 10 step project management process. Through a simulated case study, in this course you learn how to successfully plan, manage and deliver projects. You also learn how to implement project management processes, develop leadership skills and respond to real-world scenarios. At the end of the course, you take away templates and checklists for use back at the office.

Course Duration and Delivery

Typical course duration is 3 to 5 days based on the background of the participates. One of our Senior Technical Professional with over 25 years of experience would lead the class. Instruction can be in house or in an online webinar.

This course is an introduction for these topics – for a deeper level consider attending our advanced course.

Outline

1.   Introduction to the Processing Industry

2.   Safety for the Processing Industry

3.   Introduction to Project Management

      Projects versus Operations
      Iron Triangle

4.   Steps of Project Management

      Define the Work
      Build the Work Plan
      Manage the Work Plan
      Manage Issues
      Manage Scope
      Manage Communication
      Manage Risk
      Manage Documents
      Manage Quality
      Manage Metrics

5.   Deveopment of a Project

6   Stragety of a Project

7   Case Study

8   Conclusions

Who Should Attend:

- People who are making day to day decisions regarding project planning and control.

    1. Operation Supervisors,
    2. Maintenance Supervisors,
    3. Senior Plant Supervisors,
    4. Operations Engineers
    5. Process Support Engineers
    6. Project Managers

- Ideal for veterans and those with only a few years of experience who want to review or broaden their understanding in Project Management.

- Other professionals who desire a better understanding of subject matter

- Anyone new to project management or those who wish to refresh their knowledge of fundamental project management techniques.

What you can expect to gain:

- An detailed overview of project management guidelines

- Become familiar with project management triangle

- Plan and run projects using best practices in a 10 step project management process

- Have a case study to review all the steps

- Become familiar with project management control

- Implement risk management techniques and mitigation strategies

- Implement monitoring tools and controls to keep you fully in command of the project