Effective Project Coordination and Management
Tools and Techniques to Maximize Project Value from Initiation to Completion

03 - 07 Nov 2019, Dubai
28 Jun - 02 Jul 2020, Dubai
01 - 05 Nov 2020, Dubai

www.oxford-management.com
Introduction

Projects frequently fail, not because of a lack of technical skills on the part of those executing the project, but because of inadequate coordination, integration, communication and control of project activities, people, stakeholders and contractors. This is due mainly to the inability of many project managers to successfully apply the tools and techniques of modern project coordination and control to their projects, as well as to manage and motivate the human resources assigned to the project.

In addition to the financial losses suffered by the organization, many such projects also fail to deliver the required quality of outcomes intended for the project, as a direct consequence of the inadequate identification, definition, planning and control of client or end-user requirements. At this level of management, project and program managers interface to a much larger degree with the strategic business goals and objectives of the company, and are typically involved in strategic business and financial decisions affecting the overall success and efficiency of the organization.

Hence, integration and beneficial utilization of organizational resources, and the application of project portfolio management skills, become critical to the effective and successful delivery of projects.

The following and the highlights of this Oxford training seminar:

- Coordinate and integrate projects, people, suppliers, and stakeholders
- Proactively identify the requirements of the project in terms of the business objectives
- Understand what it takes to be a successful and effective project coordinator
- Select and manage teams and plan and control projects successfully
- Sidestep the most common project management pitfalls and problems
- Understand and practice effective project coordination techniques in successfully completing and handing over projects

This brand new Oxford Effective Project Coordination & Management training course will significantly enhance the skills and knowledge of delegates and improve their ability to plan, manage, and control projects. The material has been designed to enable delegates to apply all of the material with immediate effect at the office.

Objectives

The primary objectives of this Oxford training seminar are to help delegates to:

- Gain knowledge of techniques used in project planning and control
- Systematically define, design, and integrate end-user requirements in the project
- Identify risk sources and learn how to mitigate potential risks and deal with uncertainty
- Learn how to administer project documentation and reporting
- Develop effective performance monitoring and control systems
- Effectively select, develop, and manage human resources

Training Methodology

Delegates will develop fundamental project management performance and control skills and knowledge through formal and interactive learning methods. This Oxford Effective Project Coordination & Management training course includes team projects, applicable case studies, group discussion and critical analysis of video material based on actual large construction projects.

Additionally, this Oxford Project Management training seminar does not assume prior knowledge of the topics covered in this training course. New concepts and tools are introduced gradually to enable delegates to progress from the fundamental to the more advanced concepts of project management.

Organisational Impact

This 5-day Oxford Effective Project Coordination & Management training seminar will provide you with a proven set of critical methods, processes, tools and techniques to coordinate projects and people, and set up organizational structures to ensure maximum integration across organizations.

- Integrate project progress, resources and risk strategies into a dynamic, manageable plan
- Maintain continuous project performance and delivery control
- Measure, forecast and control project performance by employing earned value techniques
- Produce clear and concise project progress reports
- Identify the consequences of risk and uncertainty on the project
- Effectively manage project teams, stakeholders, and groups of people
DAY 1: Project Management Framework, Organizational Structures, Systems and Processes

- Introduction to Project Management
- What is a Project?
- What is Project Management?
- Definition of a Project Manager
- Stakeholders
- Setting the Stage for Project Alignment with Strategy
- Knowledge Areas & Project Process Flow
- The Triple Constraint
- Program Management and Portfolio Management
- Program Management and Project Management
- Enterprise Environmental Factors
- Organizational Process Assets

Standard for Project Management Life Cycle

- Project Management Processes
- Initiating Process Group
- Planning Process Group
- Executing Process Group
- Monitoring and Controlling Process Group
- Closing Process Group

Project Integration Management

- What is Project Integration Management?
- Develop Project Charter
- Workshop
- Organizational Structures
- Functional Organization
- Weak Matrix Organization
- Strong Matrix Organization
- Balanced Matrix Organization
- Projectized Organization
- Organizational Structure Influences on Projects

DAY 2: End-user Requirements Definition and Development & Project Scope Management

- What is Project Scope Management?
- Scope Planning
- Scope Statement
- Scope Definition
- Stakeholder Analysis
- Project objectives
- Work Breakdown Structure
- Scope Verification
- Scope Control
- Workshop

Who

This Oxford training course is designed for:

- Project Management Professionals
- Project Planning Engineers and Managers
- Senior Project Control and Business Services Professionals who have the responsibility for planning and controlling project schedules and costs in client and contracting companies
The Course Outline

Selecting and Developing the Project Team

- The Communication Loop
- Stages of Team Development
- Dynamics of Team Development
- Types of Power / Authority
- Maslow's Hierarchy
- Human Resource Management
- What is Leadership?
- Definition of a Team
- Situational Leadership Styles

DAY 3: Project Selection Methods & Time Management

- Project Selections
- Net Present Value
- Opportunity Cost
- Internal Rate of Return
- Payback Period
- Benefit to Cost Ratio
- What is Project Time Management?
- Activity Definition
- Decomposition
- Activity List
- Activity Attributes
- Activity Sequencing
- Precedence Diagramming Method (PDM)
- Arrow Diagramming Method (ADM)
- Dependency Determination
- Applying Leads and Lags
- Project Network Schedule
- Activity Resource Estimating
- Resource Availability
- Bottom-up Estimating
- Activity Resource Requirements
- Activity Duration Estimating
- Analogous Estimating
- Parametric Estimating
- Reserve Analysis
- Three-Point Estimates
- Activity Duration
- Schedule Development
- Critical Path Method
- Schedule Compression
- Schedule Control
- Workshop

DAY 4: Project Quality Definition and Risk & Contingency Analysis

Project Quality Management

- What is Project Quality Management?
- Quality Planning
- Quality Management
- Perform Quality Assurance
- Perform Quality Control
- Cause-and-Effect Diagram
- Control Charts
- Flowcharting
- Pareto Diagram
- Run Chart
- Workshop

Project Risk and Contingency Analysis

- Definitions - What is Risk?
- Risk Management Process
- Risk Management Model
- Identifying Potential Risk Events
- Qualitative and Semi-Quantitative Risk Analysis Techniques
- Risk Matrices and Risk Ranking
- Progressive Risk Management Plan Development
- Detailed Risk Quantification and Prioritisation
- Expected Monetary Value Concepts
- Risk Quantification and Expected Monetary Value
- Risk Register
- Probability and Impact Matrix
- Risk Response Planning
- Strategies for Risk Response Planning
- Contingency Plan
- Workshop

DAY 5: Project Progress Management and Control & Project Closure

- Project Management Reporting
- Earned Value (EV)
- Key Earned Value Terminology
- Combining Schedule and Costs
- Project Status Report
- Schedule Variance (SV)
- Cost Variance (CV)
- Schedule Performance Index (SPI)
- CPI Run Chart
- Cost Performance Index (CPI)
- Estimated Cost at Completion
- Estimated Duration at Completion
- Project Closure
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<th>Date</th>
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This fee is inclusive of Documentation, Lunch and Refreshments.

Please use BLOCK CAPITALS to fill in this form. It is important that you read carefully through all information before starting to complete the form.

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Family Name:
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Booking
- Bookings for courses can be made via our website (www.oxford-management.com) or by contacting our Registration Desk on +44 1865 578565 or at info@oxford-management.com.
- For on-line bookings, please select the course that you require and click on the “Register Now” button, following the instructions step by step.
- Upon receipt of booking in order, enrolment on the respective training course will be confirmed by registration team with all necessary documentation.

Invoicing and Payment
- Our fees include course presentation, relevant materials, physical & digital documentation, lunch and refreshments served during entire training. Accommodation charges are not included in the course fees.
- Course fees are payable upon booking unless a valid, authorized Purchase Order is provided and accepted.
- Invoices will be sent via email/courier to the ID/name and address provided.
- We prefer to have the fees payment in our account before the start of training course. However, if your company has a different payment policy, the same should inform us in advance.
- The currency of fees is in US Dollars (USD). Payments can be made in USD or UAE local currency AED (Arab Emirates Dirhams) either by Bank Transfer or by Credit Card. Our Bank Account details will be provided on the Invoicew.
- Please note that we do accept payment by cash, in USD or AED, only for the last minute bookings.

Cancellation of Courses
- It may be necessary for Oxford to amend or cancel any course, course times, instructors, dates or published fees due to unforeseen circumstances and we reserve the right for such changes.
- Any amendments will be advised before the course start date and any bookings already paid in full will not be subject to increased fees.

Cancellation by Client
- Once you have completed your booking, received your confirmation of enrolment and a dated payment invoice, you are deemed to have a contract with Oxford Management Centre. You reserve the right to cancel this contract given the below terms:
- All cancellations must be received in writing at info@oxford-management.com at least 14 days prior to the training.
- After the cancellation period has expired, consideration may be given, on a case to case basis, if a registered delegate nominates a substitute on the same course, shifts to next session of the course or moves to a new course.
- For a cancellation request made on or before the statutory 14 day cancellation period, a refund may be given or a credit note issued which can be used against future course fees.
- A 25% administration fee (of the total course fee at the time of booking) will be charged for any cancellations made outside of the statutory cancellation period.

Attendance Certificate
- The daily course schedule should be accurately followed to ensure undeterred implementation of our training.
- All delegates who participated in their course throughout, will receive the Certificate of Completion on the last day.
- Please report any foreseeable absences to a Oxford Management Centre representative or to your sponsors directly.
- An absence of three (3) or more sessions of the course will invalidate your eligibility for the Certificate of Completion.

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Get In Touch

Dubai Office: P.O. BOX: 71903, Dubai, United Arab Emirates
Tel: +971 4 589 6164
Fax: +971 4 589 6194

Europe Office: John Eccles House Robert Robinson Ave
Oxford Science Park, Oxford, OX4 4GP, UK
Tel: +44 1865 578565
Fax: +44 1865 338100

www.oxford-management.com
info@oxford-management.com