



Project Management for The Commissioning Process ***Detailed Topic Agenda***

DAY 1

Topic #

1 Overview/Definitions

- What is Project Management?
- Why Project Management?
- Attributes of the Cx Project Manager
- Definitions: Project, Portfolio, Program, Business Strategy, Business Case, Overruns, etc.
- A 5-Stage Project Management process framework: Initiate, Plan, Execute, Control, Close

2 Project Initiation and Pursuit

- Key PM Plan elements
- Risk assessment and Go/No-Go
- Scope development guidance
- Early scope creep strategies
- Estimating/negotiating fees

3 Planning and Contracting

- Developing the PM Plan
- Developing project requirements
- Risk management
- Contract preparation & guidance
- Group activity: Risk management
- Group activity: Contract redlining

4 Scheduling and Time Management

- Why Schedule Management?
- Types of schedules
- Elements of a detailed schedule
- Creating, maintaining and controlling schedules
- Time management tips
- Group activity: Part 1 of the “carwash” project

5 Allocating Resources

- Why Resource Management?
- Elements of the Resource Management Role
- Creating, maintaining and controlling resource plans
- Group activity: Part 2 of the “carwash” project

6 Quality Considerations

- Definition and importance of quality
- Quality assurance vs quality control
- The CxPlan as the quality plan
- Cx Team member roles/responsibilities

DAY 2

7 Mobilization, Billing and Control

- Key financial terminology
- Project Management tools/techniques
- Accounting/controlling project financial data
- Strategies for mitigating and/or controlling scope creep
- Group activity: Spent \$ rhythm
- Group activity: EAC calculation

8 Closeout

- Importance of proper project closeouts
- Challenges/advantages of completing a project well

9 Ethical Considerations

- Definition of ethics
- Importance of ethics for PMs
- Handling common ethical issues in the Cx industry
- Group activity: Ethics scenarios

10 Communication, Leadership and Teamwork

- Fundamentals of effective communication
- Importance of personality types
- Techniques for dealing with difficult people
- Leadership and management compared
- Key attributes of leadership
- Principles of teamwork
- Group activity: Communication competition
- Group activity: Leadership style assessment