

Helping Measure Project Effectiveness, Efficiency & Goal Achievement

Operational Project Performance Evaluation & Audit

2 Week Training Program

✓ Incorporating Project Good & Best Practices

A 2 Week Training Program

Program Overview

This Program builds strong Project Analysis, Auditing and Management Skills in the participants.

It will build capabilities for verifying that the organization's policies, objectives, plans, processes, written procedures and all other elements of Project activities are being implemented, and are operating, effectively – achieving your organization's strategic goals.

This program will also help you Identify Continuous Improvement Opportunities by...

1. Building a high level of understanding of all project processes including for each process: What? How? Why? When? Risks? Impact on Strategic Goals?
2. Following a Very Practical Checklist approach to make learning relevant and applicable to On-the-Job Performance Needs.
3. Showing what is involved to bring project operations in Compliance with ISO-9001:2008 requirements.

Program Content

Part-I Management Processes Procedures on Projects, including Continuous Improvement Opportunities On Projects

1. The Nature of Projects, Project Performance Problems.
2. Risks on Projects
3. Organizational Procedures and Contract Administration

4. Understanding Continuous Improvement as applied to Projects: Company Strategic Direction – Clarify Strategic Objectives – Determine Unit of Competitive Advantage. What to Improve? What not to Improve? How to establish Improvement Priorities?
5. Implementing Continuous Improvement. Including: Setting up measurement standards - How will we know we have achieved the set goal? Implementation, Communication, Organizing and Motivation Issues. Change Management.
6. Proactive Decision Support Systems for Projects.

Part-II Conducting an Operational Project Performance Analysis or Audit

Current Developments Advanced Issues

1. Risk Based Audits Risk Management
2. Self Control Assessment
3. Selling Audit Reports Recommendations
4. New Tools Techniques
5. Business Process Continuous Improvement Methodology
6. ISO-9000 Internal Audits
7. TQM

Audit Planning

1. Establishing Scope Objectives
2. Preliminary Review of System
3. Identifying Key Performance Indicators
4. Preparing Tentative Audit Program

Operational Audit

Operational Project Performance Evaluation Audit Training Program (PA204)

1. Reviewing Operating Policies Documentation, Confirming Procedures.
2. Observing Operating Functions Activities
3. Examining Financial Operating Plans and Reports
4. Testing Accuracy of Operating Information
5. Testing Controls

Advanced Project Auditing of Construction, Maintenance EPC Contracts

1. Pre-Contract Award
2. Post Contract Award
3. Construction Plan
4. Close Out Hand Over to Operation

Advanced Issues

1. Validating the Analysis Process
2. Validating Key Performance Indicators

Auditing

1. Progress Monitoring
2. Progress Reporting
3. Progress Measurement
4. Scheduling
5. Progress Payment
6. Cost Control
7. QA/QC/Quality Audits
8. Change Orders
9. Value Engineering
10. Contractual Issues Handling

Audit Control Procedures for:-

1. Third Party Audits
 1. Inspections
 2. Certifications
2. Evaluation of Findings
3. Making and Selling Audit Recommendations
4. Change Management.
5. Understanding and Managing Resistance to Improvement Recommendations.

Part -III

1. Case Studies

Workshop 1

Outline Action Plan to Implement Program Communicated Good and Best Practices

Workshop 2

Advanced Topics? More Details on Some Above Issues Important for Participants (Customized for each Participant Group)

Increasing Productivity through Using Standard Forms, Templates, Checklists to Perform the IP Processes

Performance Management System to Measure Level of Performance in the Above Processes? we will develop the KPIs for the Above Processes

Planning & Implementing a Departmental/Functional Knowledge Base? For IP Rights and Methods? Key to Achieving Quality Service Performance/Repeatability and Superior Performance in Our Organization

Your Individualized Action Plan for Implementing Good Practices and Best Practices Discussed throughout the Program Enhanced Program Recommendations

Program Outcomes and Takeaways

Euro Training is in the business of providing practically useful training programs. Programs that -

1. Help the participant implement systems in his organization
2. Help the participant gain *multi-discipline* understanding of the issues related to Operational Project Performance Evaluation & Audit so that he can incorporate the needs and expectations of all stakeholders and all his customers, in his improvement proposals and actions
3. Help build a knowledge framework in which job related experience can be caught and remembered as his experience

A typical participant will take away a personalized action plan for himself, his business unit or his organization on how to apply the program contents to improve performance. The action plan may have two components:

1. A personal action plan

Operational Project Performance Evaluation Audit Training Program (PA204)

2. A business unit/organizational action plan

stakeholders/customers is known to enhance *job satisfaction* and reduce Monday morning blues.

Benefits to Organization

Sending participant/s to this program will benefit the organization in the following ways-

1. Quickly make the participants competent, effective and productive on their job. Useful especially for
 1. Training new employees
 2. Competency building in existing employees transferred to a new assignment
 3. Training prior to a new project or initiative planned in the organization
2. Help the employee do his job well by developing competencies related to-
 1. Relevant technical knowledge and skills
 2. Organizations' strategic objectives
 3. Needs and expectations of the stakeholders/customers (internal and external)
 4. Good management practices
 5. Identifying opportunities to exceed stakeholder/customer expectations

Individual Career Benefits for Participants

1. You gain a multi-discipline understanding of the issues. That means, when you make proposals or decisions on your job, you will keep in mind the needs and expectations of ALL the stakeholders/customers (internal and external).
2. The action plan you take away will help you make a difference in your business unit or organization! When you talk about this difference you have made to your organization in your resume, you will be a prime candidate for career advancement in your own organization or in your next job(s).
3. Understanding and acting with understanding of the needs and expectations of your

This Program is Intended for...

Those new to the field take away a good multi-discipline understanding of the issues involved in their work. It helps them in becoming productive quickly and in building a knowledge framework that will help them identify, understand, classify and remember on the job learning and experiences.

More experienced participants take away an individualized action plan as mentioned in the previous sections.

Implementation Teams: This program can be used to train implementation teams...

1. when a new project or initiative is being started in your organization
2. when a new strategic focus is being initiated
3. just prior to a consultant being hired to advise the organization

Registration Recommendations

Team Nominations: This program aims to ensure the participants have their individualized improvement plan at the end of the program. So, foreseeing the effort involved, anticipating resistance and implementation requirements, it is recommended that the organization nominate **at least two participants together** (three will be more desirable) for this program.

It is anticipated that these 2 or more participants will work together as a team or provide mutual support in order to implement the action plan.

Single nominations will also be accepted for the program.

For Latest Program Schedule Email

pa204@EuroTraining.com

www.eurotraining.com/bro/pa204.php

Operational Project Performance Evaluation Audit Training Program (PA204)

REGISTRATION FORM

Program:	Operational Project Performance Evaluation Audit Training Program (PA204)
Location Where Attending:	
Program Dates:	
Whether Participant will Consider Alternate date if one requested is not available:	
Participant Name Prefix: Mr/Ms/Mrs	
Participant Name:	
Participant Job Title:	
Participant Department & Section:	
Participant Employer/ Company:	
Participant's Present Job Responsibilities:	
Participant Email Address:	
Participant Mobile Number:	
<u>Sponsored by:</u>	
Sponsoring Company:	
Job Title of Sponsoring Authority:	
Name of Sponsoring Authority:	
Email of Sponsoring Authority:	
Fax of Sponsoring Authority:	
Telephone Nos. of Sponsoring Authority:	
Web Site of Sponsoring Company:	
Invoice Reference:	
Invoicing Address:	

REGISTRATION INFORMATION

1. To register: Please send us an official letter confirming registration (on organizational letterhead or Authorized Email).
2. Program Fee is
 - o USD \$8,900 per participant and includes Course Materials, Certificate, Refreshments and Lunch. (Fee at London, Paris and Kula Lumpur is \$9,790 per participant)
3. Accommodations, VAT (if applicable) are not included in Program fee. Special rates will be available at venue hotel for the participants.
4. Special discount of 10% is offered for participants who pay their fees at least 45 days before start of the program.
5. Refund will not be considered where the participant cancels his registration less than 3 weeks before start of the program. Alternate nominations will be allowed anytime before program start.
6. All participants are required to fill in Participant Information form - on first day of the program. Each program Undergoes Customization to Better Meet Participant Present and Future Career Needs. Please be prepared to let the Instructor/s know about your organization's Special Needs, Interests or Initiatives.
7. It is always useful for participants to bring their existing problems or case studies, work-process flow charts or job related problems for discussion - consideration will be at sole discretion of the program director/s.
8. Provisional Registration: You can make a provisional registration by sending us an email – an official registration request can be made within 2 weeks. This will ensure we will reserve a seat. All provisional registrations automatically cancel 2 weeks before program start.