

Operational Project Performance Evaluation Audit Training

✓ Measuring Project Effectiveness, Efficiency Goal Achievement

A 2 week Intensive Workshop

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...

- Building a high level of understanding of all project processes including for each process: What? How? Why? When? Risks? Impact on Strategic Goals?
- Following a Very Practical Checklist approach to make learning relevant and applicable to On-the-Job Performance Needs.
- Showing what is involved to bring project operations in Compliance with ISO-9000 requirements – including the New Draft Standard due to be effective from 2000.

Program Outcomes and Take-Away/s

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

1. Help the participant implement improvements in his organization.

2. Help the participant gain Multi-discipline understanding of the issues so that he can incorporate the needs and expectations of all his stakeholders/ 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.

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
2. A Business Unit/Organizational Action Plan

Benefits to Organization

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

1. Quickly makes the participants competent, effective and productive on his 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. Create Competency in the employee to perform his job well. including in relation to
 1. Relevant Technical Knowledge, Skills and Competencies
 2. Organizations' Strategic Objectives
 3. Needs and Expectations of the Stakeholders/ Customers (internal & external)
 4. Good Management Practices

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5. Identifying opportunities to Exceed Stakeholder/ Customer Expectations
3. Create a pool of trained manpower who can cost-effectively disseminate the knowledge to large number of employees inside the organization. This is made possible by Euro Training's unique easy to understand and use methodology based on Checklist & Quality Assurance Approaches.
4. Euro Training Instructors often act as mentors for your trained employees. A most effective way to ensure effective competency development and application by your motivated staff. We do have consultants available across Americas, Europe, Asia and Africa (Please inquire about our post program mentoring plans)

Participant Individual Career Benefits

1. You gain a multi-discipline understanding of the issues. Meaning when you make proposals and decisions on your related job you will keep in mind the needs and expectations of ALL the stakeholders/ customers (internal & external)
2. The action plan you take away will help you make a difference in your business unit or organization. This difference when added to your resume will make you 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 stakeholders/ customers is known to enhance Job Satisfaction and reduce Monday Morning Blues.
4. As one of your stakeholders/ customers is Executive Management, therefore the program ensures you will know the Strategic Imperatives that Drive the Organization's Efforts in your relevant job area. In the

process enabling you to make a leadership contribution.

This Program is Intended for...

Those new to the field take away a good multi-discipline understanding of the issues involved in the program works. It helps them become productive quickly and builds in them a knowledge framework that will help identify, understand, classify and remember on the job experiences in his memory.

More experiences participants take-away an individualized action plan as mentioned elsewhere in this technical sheet.

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

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

Each participant will take away a memorable and potentially life changing experience from the program.

No limitations are being placed on who can attend. If you are interested in the Program Outcomes and Takeaways, or, feel you can benefit from the Organizational and Personal Benefits mentioned above - You are Invited to Register for this Program. Program Instructors have the knowledge, experience and access to resources required to customize the program to the specific job related needs of each program group.

Project Managers and Coordinators, Senior & Middle Level Audit, Management and Technical Professionals.

Language of Instruction

Unless otherwise stated the program instruction is in Standard Day-to-Day English.

PROGRAM CONTENT

Part-I

Management Processes Procedures on Projects, including Continuous Improvement Opportunities On Projects

- The Nature of Projects, Project Performance Problems.
- Risks on Projects
- Organizational Procedures and Contract Administration
- 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?
- 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.
- Proactive Decision Support Systems for Projects.

Part-II

Conducting an Operational Project Performance Analysis or Audit

Current Developments Advanced Issues

- Risk Based Audits Risk Management
- Self Control Assessment
- Selling Audit Reports Recommendations
- New Tools Techniques
- Business Process Continuous Improvement Methodology
- ISO-9000 Internal Audits
- TQM

Audit Planning

- Establishing Scope Objectives
- Preliminary Review of System

- Identifying Key Performance Indicators
- Preparing Tentative Audit Program

Operational Audit

- Reviewing Operating Policies Documentation, Confirming Procedures.
- Observing Operating Functions Activities
- Examining Financial Operating Plans and Reports
- Testing Accuracy of Operating Information
- Testing Controls

Advanced Project Auditing of Construction, Maintenance EPC Contracts

- Pre-Contract Award
 - Post Contract Award
 - Construction Plan
 - Close Out Hand Over to Operation
- EPC Contracts vs. Other Types of Contracts

Advanced Issues

- Validating the Analysis Process
- Validating Key Performance Indicators

Auditing

- Progress Monitoring
- Progress Reporting
- Progress Measurement
- Scheduling
- Progress Payment
- Cost Control
- QA/QC/Quality Audits
- Change Orders
- Value Engineering
- Contractual Issues Handling

Audit Control Procedures for:-

- Third Party Audits
 - Inspections
 - Certifications
- Evaluation of Findings

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- Making and Selling Audit Recommendations
- Change Management.
- Understanding and Managing Resistance to Improvement Recommendations.

Case Studies

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. (10% Additional Service Charge payable at London, Paris & Kuala Lumpur only)
3. Accommodation, 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 participants 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.

REGISTRATION FORM	
Program:	Operational Project Performance Evaluation Audit Training (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:	
Sponsored by:	
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:	