

Training Title

OPERATIONS AND MAINTENANCE (O&M) PROJECT MANAGEMENT

Training Duration

5 days

Training Venue and Dates

REF PMI055	Operations And Maintenance (O&M) Project Management	5	04 -08 Nov. 2024	\$6,500	London, UK
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In any of the 4 or 5-star hotel. The exact venue will be informed soon.

Training Fees

\$6,500 per participant for Public Training includes Materials/Handouts, tea/coffee breaks, refreshments & Lunch

Training Certificate

Define Management Consultancy & Training Certificate of course completion will be issued to all attendees.

TRAINING OVERVIEW

Effective project management in Operations and Maintenance (O&M) is crucial for ensuring the smooth and efficient running of industrial facilities, infrastructure, and systems. This course is designed to equip participants with the essential skills and knowledge required to manage O&M projects effectively, covering everything from planning and execution to monitoring and control.

OBJECTIVE

- **Understand O&M Project Management:** Gain a comprehensive understanding of the principles and practices of managing O&M projects, including the unique challenges and considerations involved.
- **Develop Project Planning Skills:** Learn to create detailed project plans, including scope, schedule, and resource allocation specific to O&M projects.
- **Implement Effective Execution Strategies:** Acquire skills for executing projects efficiently, managing teams, and ensuring quality and safety standards.
- **Monitor and Control Projects:** Learn techniques for tracking project progress, managing risks, and making adjustments to stay on track.
- **Apply Best Practices:** Understand and apply industry best practices, tools, and methodologies in O&M project management.

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TRAINING METHODOLOGY

A highly interactive combination of lecture and discussion sessions will be managed to maximize the amount and quality of information, knowledge and experience transfer. The sessions will start by raising the most relevant questions, and motivate everybody finding the right answers. The attendants will also be encouraged to raise more of their own questions and to share developing the right answers using their own analysis and experience.

All attendees receive a course manual as a reference.

This interactive training workshop includes the following training methodologies

30% Lectures

30% Workshops and work presentation

20% Group Work & Practical Exercises

20% Videos & General Discussions

WHO SHOULD ATTEND?

- Project Managers
- Operations Managers
- Maintenance Managers
- Facility Managers
- Engineers
- Technicians
- Safety Officers
- Financial Analysts
- Quality Assurance Specialists

DAILY OUTLINE

The following topics will be covered in 5 days

Course Contents

Day 1: Introduction to O&M Project Management

1. Overview of O&M Project Management:

- Definition and Importance
- Key Differences Between O&M Projects and Other Projects
- Project Lifecycle Stages (Initiation, Planning, Execution, Monitoring, and Closure)

2. Fundamental Principles:

- Project Management Basics (Scope, Time, Cost, Quality)
- Key Roles and Responsibilities in O&M Projects

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- Common Challenges and Best Practices

3. Project Planning Basics:

- Developing Project Objectives and Scope
- Identifying Stakeholders and Defining Roles

4. Project Documentation:

- Creating Project Charters and Plans
- Understanding and Using Project Management Tools

Day 2: Project Planning and Scheduling

1. Detailed Project Planning:

- Work Breakdown Structure (WBS)
- Defining Deliverables and Milestones

2. Scheduling Techniques:

- Gantt Charts and Critical Path Method (CPM)
- Resource Allocation and Management

3. Budgeting and Cost Management:

- Estimating Costs and Developing Budgets
- Managing Project Budgets and Financial Tracking

4. Risk Management:

- Identifying and Assessing Risks
- Developing Risk Mitigation Strategies

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Day 3: Project Execution and Team Management

1. Executing the Project:

- Implementing Project Plans
- Coordinating and Managing Resources

2. Team Management:

- Building and Leading Effective Teams

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- Communication and Conflict Resolution

3. Stakeholder Management:

- Engaging and Communicating with Stakeholders
- Managing Expectations and Feedback

4. Quality Assurance:

- Implementing Quality Control Measures
- Ensuring Compliance with Standards and Regulations

Day 4: Monitoring, Control, and Risk Management

1. Project Monitoring:

- Tracking Project Progress and Performance
- Using Key Performance Indicators (KPIs) and Metrics

2. Control Techniques:

- Change Management and Control Processes
- Managing Variances and Adjustments

3. Advanced Risk Management:

- Developing and Implementing Risk Response Plans
- Monitoring and Controlling Risks

4. Reporting and Documentation:

- Creating Progress Reports
- Documenting Lessons Learned and Best Practices

Day 5: Best Practices, Case Studies, and Course Review

1. Industry Best Practices:

- Current Trends and Innovations in O&M Project Management
- Case Studies of Successful O&M Projects

2. Interactive Case Studies:

- Analyzing Real-World Scenarios

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- Group Discussions and Problem Solving

NOTE:

Pre & Post Tests will be conducted

Case Studies, Group Exercises, Group Discussions, Last Day Review & Assessments will be carried out.



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