

A 5 Day Course Of

PROJECT MANAGEMENT IN OIL and GAS

by
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Course Overview

Managing Projects is an essential foundation course and a great starting point for you development in project management. Gain the skills, knowledge and tools you need to start running each stage of the project life-cycle. You will learn to work within organizational and cost constraints and set goals tied directly to stakeholder needs. Get the most from your team and learn to utilize project management tools to get work done on time and within budget. Learn a comprehensive and thorough approach to project management – from the early stage of defining project requirements – to developing work breakdown structures, project change control and closeout.

This course examines project management roles and environments, the project life cycle and various techniques of work planning, and control and evaluation to achieve project objectives. The tools currently available to project managers and team are discussed throughout this course.

Learn about:

- Master fundamental project management skills, concepts and techniques
- Link project goals and objectives to clear, compelling stakeholder needs
- Develop work breakdown structures (WBS)
- Set realistic, measurable objectives and ensure positive results
- Estimate project costs and schedules using simple, proven techniques
- Establish a dependables project control and monitoring system

- **PMBOK 5th Ed. Guide Knowledge Areas:**
 1. Project Integration Management
 2. Project Scopes Management
 3. Project Quality Management
 4. Project Time Management

5. Project Cost Management
6. Project Risk Management
7. Project Human Resource Management
8. Project Procurement Management
9. Project Communications Management
10. Project Stakeholder Management

Organizational Impact:

The Company organization will benefit by:

- Increase project manager's personal effectiveness
- Better production of project outcomes
- Mastering project management soft skills
- Alignment of project and corporate goals
- Understanding conflicts and resolving them
- Development of robust project teams

Personal Impact:

Attendees will gain by participation in this program through:

- Mastering skills in managing project activities
- Learning skills necessary for mastering the art of project management
- Developing a more effective approach to interacting with project stakeholders
- Further developing people management skills
- Ways for building effective plans
- Better overall management and control of project

Who should attend?

This course is intended for project professional, team leaders and team members who are engaged in project work from simple to complex. Because of the universality of the principles and techniques covered, the course will also be of value to anyone managing or involved in projects regardless of the professional background or industry they operate within.

Five Days Course Outline:

1. Introduction to Project Management

- a. What are "projects"?
- b. Why project management?
- c. The project life cycle
- d. Influences on a project

- e. Key stakeholders
- f. Project management process groups
- g. Project manager responsibilities

2. Project Initiation

- a. Understanding the role of senior management
- b. Need assessment
- c. Project selection
 - *Benefit /cost ratio*
 - *Present value and net present value*
- d. Building SMART objectives
 - *Specific*
 - *Measurable*
 - *Agreed to*
 - *Realistic*
 - *Time constrained*
- e. Developing requirements
- f. Project charters
- g. Project requirements document

3. Project Planning

- a. Scope planning
- b. The work breakdown structure
- c. Project estimating
- d. Project schedule planning
- e. Network diagram - CPM
- f. Speeding up the project schedule
- g. Project management planning software
- h. Project cost planning
- i. Responsibility matrix
- j. Resources loading and leveling
- k. Project risk planning
- l. Procurement planning
- m. Communication and quality planning

4. Project Implementation

- a. Project baselines
- b. Developing the project team
- c. Organization and team structures
- d. Managing project change and project risk

- e. Performance reporting
- f. Reserve
- g. Assessing and monitoring project performance
- h. Earned value and sunk costs

5. Project Closeout

- a. Scope verification and customer acceptance
- b. Administrative and contractual closure
- c. Transferring lessons learned to future projects

Course Leader:

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He received Bachelor degree in Aeronautical Engineering from Mechanical Engineering Department, Industrial Engineering Faculty, Bandung Institute of Technology (ITB) on 1981. He has a professional and practice experiences as Project Management Senior Staff more than 35 years in National & Multinational Company special Oil & Gas Onshore & Offshore Industry. He also attended at many project management seminar & course program at Indonesian & overseas institution. He retired from Petronas Carigali Indonesia (PCINO) on year 2014 and focused in Project Management Advisor and Project Management Instructor.