



Association of
Senior International
Project Managers

CIPM™

CERTIFIED INTERNATIONAL PROJECT MANAGER



Certified by the **I**nternational **A**cademy of **B**usiness and **F**inancial **M**anagement
A leading provider of training and educational programs worldwide



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Certified International Project Manager



By attending this interactive course you will be equipped with the skills to:

- » Appreciate the importance and benefits of accurate project management
- » Master the art of efficient project delivery
- » Use project analysis as a key business driver
- » Comply with major international project management standards
- » Successfully determine the appropriate technological solutions for your projects
- » Develop a comprehensive tool-kit for successful project management that you can use immediately
- » Become a Certified International Project Manager(CIPM)

Who should attend?

- » Project Managers
- » Operations Managers
- » Engineers
- » Area Managers
- » Executive Directors
- » Project Directors
- » Project Engineers
- » Drilling Engineers
- » Production Engineers
- » Planning Coordinators
- » Health, Safety & Environment Coordinators
- » Administration Managers
- » Project Leaders
- » Team Leaders
- » Supervisors
- » Contractors
- » Procurement Managers
- » Management Consultants
- » Risk Managers
- » PLUS anyone who is involved in project management, or anticipated being involved in projects in the future

"We never seem to have enough time to plan work properly the first time, but we always seem to have enough time to do the work again a second time."

Project Management is growing exponentially. Effective project management is how organisations streamline in order to improve productivity. As businesses are restructuring, project managers take over many responsibilities. Expertise in project management is therefore a source of security, prosperity and power!

What is Project

- Getting back to basics
- Principles of project management
- Project stages and lifecycles
- Where are we now and where are we going
- Project components

Recognising projects-what is a project

Project Management Components

- Internationally recognised project structures and components

Why projects go wrong

- Early warning signals

Project goals and kick off

Planning and scheduling

- Types of plans
- Relationships between plans

Breakdown Structures

- WBS and others

Estimating

- Tools, tips and techniques
- Dilemmas in estimating

Gantt and Pert

- Multiple uses for these tools

Financial Management

- Cost classification
- Cost analysis
- Cost management
- Scheduling and Cost Control in Oil & Gas

Commitment based project management

- Who are our stakeholders and how do we manage them

Goals and personal commitment

- Driving goals down from corporate to personal levels

Operational management and risk mitigation in Oil & Gas

- What is a risk and how do we classify it and deal with it

Quality management

- The quality process

Scope management

- Dealing with project level scope changes

Project Manager's role

Human resource strategy

- How to get the best out of our people

Leading project teams

- Know your team-members and their personality types
- Different management styles
- The role of teamwork
- Functional and dysfunctional teams-what to look out for and control

Communication styles

- Corporate communications, personal communications and team communications
- What happens when communication goes wrong

Negotiation

- Dealing with 'big picture changes' and conflicts
- Renegotiation previous agreements
- Conflict Triggers
- Negotiating Styles

Procurement and contracts (for non-lawyers)

Project Management supplement

- Methodologies
- Running effective meetings
- Tracking project activities
- PM software
- Facilitation
- Reporting
- Closing out your Project
- Audits and reviews
- Post implementation reviews

7 Detailed Problem Solving Case-Studies

*** 1 Personality Profiling Test
CIPM Examination**