BOOST
THE LEADING TRAINING PROVIDER

Project & Contract Management

Essentials of Project Delivery (Offshore)

Course Introduction

Offshore projects go through various stages in order to be effectively and efficiently delivered. This includes continues monitoring in addition to periodic assessments. This training course is designed to provide participants with the essential concepts of offshore project delivery with emphasis on project monitoring and evaluation. This course will also allow delegates to identify and quantify risks in relation to physical locations, available resources and the correct technology for the project to be delivered within offshore structures.

Target Audience

- Project Managers.
- Operations Managers.
- Engineering Professionals.
- Risk Management Specialists.
- Safety and Compliance Officers and managers.
- Business Development Executives.
- Anyone Interested in Offshore Project Delivery.

Learning Objectives

- Gain a comprehensive understanding of how offshore projects are developed and delivered.
- Use a practical, process designed to manage project information & communication
- Identify risks that affect project scope, time & schedule, cost and quality
- Update and maintain plans to allow project cost and schedule control
- Apply useful techniques to respond to findings for action and accountability
- Know how to create an effective monitoring plan based on Earned Value Management (EVM).

Course Outline

- **Day 01**

  Concepts of Project Management

  - Project–Definitions, Attributes
  - Project Life Cycle
  - Use of Project Stage Gates

  Project Context

  - Identify contextual factors that can impact upon the project
  - Understand who stakeholders are and how they may impact upon the project

  Starting with the End in Mind

  - Understand the Project Charter or Business Case
  - Identify Success Criteria, Success Factors and project KPI's
  - Recognise Project Management Plan, defining and coordinating all subsidiary plans
  - Understand offshore scope through decomposition

- **Day 02**

  Project Stakeholder Engagement

  - Identify Stakeholders and analyse their expectations
  - Managing stakeholder engagements - Consider best methods to increase support and minimise resistance

Project Management Integration

- Need for team approach
- Importance of communication
- Using team development models
- Importance of leadership
- Using collaboration as a communication and motivation tool

Quality Management

- Developing a Quality Strategy
- Understanding what is to be assessed
- Testing & Reporting

- **Day 03**

Project Risk Management - Assessing and Managing Project Risks

- Identifying risks in relation to project operations
- Understanding qualitative and quantitative risk analysis
- Implementing / developing threat/opportunity response strategies
- Reassessing and controlling risks

Decision-making

- Working with Project Information to support decisions
- Decision-making techniques
- Negotiation techniques
- Conflict Management

- **Day 04**

  Updating and Maintaining Project Plans

  - ◦ Monitoring schedule progress
  - ◦ Controlling schedules and cost
  - ◦ Earned Value Management overview

  Monitoring & Evaluation Management - Ensure Delivery as Planned

  - ◦ Working with Project Reviews
  - ◦ Earned Value Management
  - ◦ Job-Site Management & Reporting
  - ◦ Validate Scope – to ensure its appropriateness

- **Day 05**

  Managing Project Changes

  - ◦ Change management and planning
  - ◦ Updating schedules
  - ◦ Critical points to consider in updating plans
  - ◦ Project dashboards and reporting

  Handover & Close-out

  - ◦ Preparing for Handover
  - ◦ Project Closure activities

◦ Identifying SOP's
◦ Where is Commissioning?
◦ Preparation for Initial Start-up
◦ Start-up Procedures

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
April 7, 2025	April 11, 2025	5 days	4250.00 $	UAE - Abu Dhabi
Sept. 7, 2025	Sept. 11, 2025	5 days	4250.00 $	KSA - El Dammam
Dec. 29, 2025	Jan. 2, 2026	5 days	4950.00 $	Spain - Madrid