



## **UNIX Trainers & Consultants**

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## **Integrated Project Management: Planning, Organizing & Control in the Public Sector**

### **Course Overview**

Project Management is a core skill for all Project Disciplines. In today's competitive, variable and changing environment, delivering projects successfully requires a collaborative, whole team approach. While Integrated Project Delivery (IPD), LEAN Construction, and other delivery methods have their merits, they have not proven to be the alternative project delivery method the industry had hoped they would be while an alternate scalable, adaptable and collaborative approach is needed for everyday projects.

This program will address the need for holistic, effective, and efficient Project Management and leadership, to effectively manage resources, manage the consultant team and manage contractors, through a transparent and accountable process, to complete projects within budget and on schedule. Our distinguished instructors will facilitate an interactive, in-person learning approach and explore these issues through lectures and case studies of real projects.

- Master key project management principles.
- Manage the project life cycle and key alternate project delivery methods (IPD, LEAN, Design-Build, and IPMA).
- Achieve total project scheduling and budgeting. Recognize risks and uncertainties and mitigate their effectiveness through a proactive management process.
- Establish solid foundations and select high-performing teams (pre-qualification, RFP, comparison matrix).
- Realize alignment of roles and responsibilities for all players.
- Motivate teams on concepts, strategies, tools, and project implementation.
- Direct team and sub-team management and leadership.
- Collaborate and learn effectively through in-class workshops and interactive simulations.
- An interactive, hands-on approach to learning is key to course success.
- Respond to how COVID-19 has affected the industry and the supply chain.

### **Course Content:**

#### **Unit 1: Project Management Principles:**

- Formal project management structure
- Invested and engaged project sponsor

- Clear and objective goals and outcomes
- Documented roles and responsibilities
- Strong change management
- Risk management
- Mature value delivery capabilities
- Performance management baseline
- Communication plan

## **Unit 2: Manage the project life cycle and key alternate project delivery methods:**

- Develop the scope statement
- Conduct stakeholder analysis
- Establish and communicate the project plan
- Review the work breakdown structure (WBS)
- Keep track of actions, issues, and risks
- Manage those meeting minutes

## **Unit 3: The risks and uncertainties and mitigate their effectiveness:**

- Include risk management in your projects
- Communicate risks to others
- Prioritize risks
- Analyze risks
- Implement risk responses as early as possible
- Track them down regularly
- Create a risk management plan
- Keep your risk register up to date
- Understand the risk event
- Be proactive instead of reactive

## **Unit 4: Establish solid foundations and select high-performing teams:**

- Create a Stable Team
- Build a Cohesive and Value Aligned Team Dynamics
- Encourage an Environment of Open Communication
- Stress on the Importance of Learning
- Set Measurable Goals
- Trust. The biggest factor separating high-performing teams from average teams is trust
- Clear communication
- Defined roles and responsibilities
- Engaged leadership
- Collective goals

## **Unit 5: Realize alignment of roles and responsibilities for all players:**

- Revisit team mandate
- Capture current roles and responsibilities
- Identify potential reallocation and delegation
- Identify potential addition
- Get input on desired personal growth
- Set clear organizational goals. Goals alignment starts at the top

- Get buy-in from leadership. Once you have your organizational goals outlined, it's time to share them with leadership
- Communicate goals on every level
- Help employees achieve their goals

### **Targeted Groups:**

- Architects planner engineers.
- Contractor's facility managers project managers.
- Building owners and developers.
- Associate Project Managers.
- Project Managers.
- IT Project Managers.
- Senior Project Managers.
- Project Coordinators.
- Project Analysts.
- Project Leaders, Team Leaders.
- Product Managers, Program Managers.
- Project Sponsors and Project Team Members.