



CAPITOL PROFESSIONAL ACADEMY

PROJECT MANAGEMENT

Capitol Professional Academy
Give Wings to Your Career



Technical Training
Recruitment
Engineering & Consulting
Constructions

Capitol Professional Academy, an institution dedicated for providing advanced level of training to vibrant enthusiasts who seek careers in the industry and corporate. The professional courses offered by Capitol Professional's Academy is specially designed on Industry basis to acquire technical knowledge and skills in order to seek career position in corporate and industries. CPA trained individuals are qualified for positions in constructional projects, petrochemical plants, telecom sector, utilities, fabrication designing, software, networking, Industries which work on industrial automation based turnkey projects, maintenance and other occupations that require automation skills.



CAPITOL PROFESSIONAL ACADEMY
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PROJECT MANAGEMENT

Flexible solutions for Industry need

INDUSTRY FOCUSING

- ✦ Construction & Infrastructure
- ✦ Facility Management
- ✦ Oil and Gas Industry
- ✦ Telecom companies
- ✦ Military services
- ✦ IT and networking
- ✦ Utilities
- ✦ Hospitality Industry
- ✦ Airports / Aviation field
- ✦ Sea ports / Shipyards
- ✦ Medical services
- ✦ Transportation fields
- ✦ Marine Navigations

Today, and more than ever, project owners, consultants and contractors are required to adopt best practices when it comes to managing their engineering and construction projects. No organization can afford to have their projects going out of control. Projects that finish late and over budget are results from failure to manage and control those projects.

COURSE DETAILS

Batch :	Full Time	Part Time
Duration :	15 DAYS	1 Months
Qualification :	M.TECH / B.TECH / DIPLOMA (ANY DEGREE)	



ESTIMATION & PROCUREMENT

Estimation and procurement of Automation Systems



PROJECT LAB & ONJOB TRAINING

All the systems custom made labs dedicated for Industry are used for Training the graduates.



PROJECT MANAGEMENT

The discipline of initiating, planning, executing, controlling, and closing the work of a team to achieve specific goals and meet specific success criteria.



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PROJECT MANAGEMENT

Course Outline

Introduction

- ❖ Project and Program Related Definitions
- ❖ Project Success and Delivery Pains
- ❖ Project Life Cycle Stages and Stage Gates
- ❖ Enterprise Project Control System (PCS) Modules

Planning & Scheduling

- ❖ Develop the project WBS
- ❖ Develop master and detailed level schedule to reflect how the project scope will be delivered
- ❖ Identify key milestone dates
- ❖ Identify resources requirement to deliver the project scope
- ❖ Identify the impact of constraints on the project milestone dates
- ❖ Capture the actual project progress events
- ❖ Maintain project history by keeping baseline revisions
- ❖ Assess the impact of delays and establish accountability



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PROJECT MANAGEMENT

Cost Management

- ❖ Develop the project cost estimate
- ❖ Develop the project budget
- ❖ Manage budget revisions
- ❖ Project Buyout (Tender and Award)
- ❖ Pre-Qualification of Contractors and Suppliers
- ❖ Managing Bid
- ❖ Manage Contracts and Purchase Orders (PO)
- ❖ Change Orders
- ❖ Periodical Progress Invoices
- ❖ Snag List
- ❖ Project Closeout
- ❖ Earned Value definitions and metrics

Risk Management

- ❖ Defining and Identifying Project Risks
- ❖ Risk Likelihood, Impact and Score
- ❖ Developing the Risk Register
- ❖ Risk Response Actions
- ❖ Activity Risk Scenarios
- ❖ Monte Carlo Simulation
- ❖ Issue Management



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PROJECT MANAGEMENT

Project Communications and Documents

- ❖ Managing Project Records
- ❖ Project Stakeholders and Type of Communication
- ❖ Stakeholders Directory
- ❖ Request For Information
- ❖ Meeting Minutes
- ❖ Notices
- ❖ Letters
- ❖ Daily Reports
- ❖ Submittals and Transmittals
- ❖ Other type of project records
- ❖ Managing, Communicating and Sharing Projects
- ❖ Information Using BI Dashboards



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PROJECT MANAGEMENT

Construction Project management flow

✚ Understanding of Project flow

- ❖ Job Explanation meeting
- ❖ Pre Qualification
- ❖ Estimation
- ❖ Tender Placing
- ❖ Contract Awarding
- ❖ Kick of meeting
- ❖ Planning
- ❖ Implementation
- ❖ Commissioning
- ❖ Hand over

✚ Drawing Analysis

- ❖ IFC
- ❖ Shop drawing
- ❖ Single line diagram / Schematic diagram
- ❖ Floor lay outs / rack lay outs / Rack Elevation
- ❖ As built drawing

✚ Quality , Health and Safety Plan

- ❖ Project Quality Plan
- ❖ Method statement
- ❖ Risk Assessment
- ❖ Auditing
- ❖ Safety Induction
- ❖ Tool Box Talk
- ❖ Daily Site Activity Plan
- ❖ PPE



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