

# 3-Day **PLC** Primer Workshop

## 10-12 September 2018

### African Leadership Centre, Quatre Bones, Mauritius

**Team SYNthesis (Mauritius & Africa) Ltd** is pleased to invite you to participate in one of our latest addition to the PLC Suite – the **Project Leadership Course (PLC) Primer** – happening from **10–12 September 2018 at the African Leadership Centre in Quatre Bones, Mauritius.**

As business transformation is increasingly trending after what seemed to be a long lean period, more talents are enthusiastically eager to deliver industry landscape-defining changes than ever. At the same time, project management has taken a more structured yet complex approach. In addition, projects are now evolving across functions, geographies & disciplines seamlessly integrating with multiple systems and processes. The importance and value associated with a formal grounding in project management have sky-rocketed resulting in increased interest in international certification (e.g. a ten-fold increase the Project Management Institute (PMI) membership is a case in point).

Project Leadership Course (PLC) **PRIMER** is an easygoing, lighthearted 3-day prelude workshop to the well-known 5-day PLC Bootcamp. The **PLC PRIMER** showcases newbies to Project Management & Leadership the 5 Process Groups – Initiating, Planning, Executing, Monitoring & Controlling and Closing.

**PLC PRIMER** is fun-filled and totally engrossing. With the simulation of various **leadership games** and activities, the **participants who are totally new to the world of project management** will take-away deep understanding and insights how a project should be initiated, what must be done during the planning stage to ensure successful outcome, key activities to focus on during the execution phase, what, where and when things must be reviewed and controlled, and finally, what must be done to close a project. Participants will also walk away familiar with the key terms and lingo used by experts in project management.

The workshop is light and interactive with plenty of opportunities for participants to get familiarized with the essence of project

### Why Attend the Project Leadership Course (PLC) Primer?

**PLC PRIMER** addresses the elephant in the room: many project personnel drifted/dragged into projects without being given the foundation training they rightfully deserved. Their project experience mirrors the rough and tumble of their **struggles in life** having to endure the additional wear and tear of a **reluctant leader**. For most, being in project management was never a conscious career choice. Making the **transition** from management into **leadership** is never easy and may not be everyone's cup of tea. The **insightful and humble** Project Leader has to ensure that the business users are ready to embrace the environmental **changes** which could unsettle the strongest and unhinge the

### Meet the Chief Instructor:

**Chee-Peng TAN** is a humble and practical PPM practitioner with 32 years of experience. Having assisted his repeat MNC clients in the successful implementation of multi-billion



project portfolios, he will be fondly remembered by more than 5,700 PMs/senior management from 64 countries for career-defining approach to making things happen and delivering business outcome.

### Target Audience:

1. Just want to know what Project Management is
2. Just want to explore if Project Management is right for you
3. A new project team member who wants to start the right way
4. New Talents in PM
5. Newly appointed Managers & Team Leaders
6. Junior Project Members
7. Non-project managers needing to sharpen their project management skills

### Key Takeaways

1. How a project should be initiated
2. What must be done during the planning stage to ensure successful outcome
3. Key activities to focus on during the execution phase
4. What, where and when things must be reviewed and controlled
5. What must be done to close a project
6. Familiarity with the key terms and lingo used by experts in project management

All participants **should have** a laptop (with **WIFI Connections**) in order to take part in the exercises and read the course notes

First Class Honours, Imperial College UK; CITPM Senior; International Who's Who of Professionals for 1999; Board of Assessor Singapore National IT Skills Certification Programme; Fellow Member and Roll of Honours Singapore Computer Society; Mauritius SAPES-recipient and Honorary 300 of the Singapore National Infocomm Registry for ICT Professionals, 2011-2013, F.MIoD.

A Strategic Services Consultant specializing in Business-IT Planning, Programme Management and PMO/Business-IT process automation, previously the Vice President, Technology of Citibank N.A., Singapore; Managing Partner of Andersen Worldwide for Mauritius and East Africa, now Group CEO of the BTI Group with market presence in Asia & Africa.

### CONTACT:

PLC Secretariat  
✉ [plcsecretariat@teamsynthesis.com](mailto:plcsecretariat@teamsynthesis.com)  
Tel: 465 0048/454 6730  
Fax: 454 6730

**66%** organizations say that **technical** project skills are the hardest;  
organizations indicate these are **96%** the most teachable!

<sup>1</sup> The Competitive Advantage of Effective Talent Management, 2013, PMI

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# 3-Day **PLC** Primer Workshop

## Training Agenda

### DAY ONE (08:30 –17:00)

**08:30-12:30**

**PLC Primer** Agenda and Rules of Engagement

#### Introduction to Project Management

- ☐ What is Project Management?
- ☐ Project, Program & Portfolio
- ☐ Project Management Office (PMO)
- ☐ Organizational Structure
- ☐ Project Stakeholders
- ☐ Project Management Processes & Methodology

#### Project Initiating

- ☐ Project Scope of Work (SOW)
- ☐ Business Case
- ☐ Project Charter
- ☐ Stakeholder Register

*1<sup>st</sup> Breakout Session*

**13:00-17:00**

#### Project Planning 1/2

- ☐ Project Management Plan
- ☐ Requirements Gathering
- ☐ Work Breakdown Structure (WBS)
- ☐ Activity List, Duration, Milestones
- ☐ Critical Path Method (CPM)
- ☐ Budget Planning

*2<sup>nd</sup> Breakout Session*

#### Project Planning 2/2

- ☐ 7 Basic Quality Tools
- ☐ Organizational Theory
- ☐ Communication Technology, Models and Methods
- ☐ Risk Identification, Analysis and Strategies
- ☐ Vendor Contracts and Analysis
- ☐ Stakeholder Engagement Level

*3<sup>rd</sup> Breakout Session*

**Day 1 Wrap Up and Discussion**



### DAY TWO (08:30 –17:00)

**08:30-12:30**

#### Project Executing

- ☐ 7 Quality Management Tools
- ☐ Acquire, Develop and Manage Project Team
- ☐ Performance Reporting
- ☐ Vendor Selection
- ☐ Manage Stakeholder Engagement

*4<sup>th</sup> Breakout Session*

#### Project Monitoring & Controlling 1/2

- ☐ Analytical Techniques
- ☐ Change Requests
- ☐ Earned Value Management (EVM)
- ☐ Project Forecast

*5<sup>th</sup> Breakout Session*

**13:00-17:00**

#### Project Monitoring & Controlling 2/2

- ☐ Inspection & Checklist
- ☐ Issue Log
- ☐ Procurement Performance Review
- ☐ Project Management Information System

*6<sup>th</sup> Breakout Session*

#### Project Closing

- ☐ Exit Criteria
- ☐ Validation and Acceptance Form
- ☐ Handover Plan
- ☐ Post Implementation Review
- ☐ Lessons Learned
- ☐ Benefits Realization

*7<sup>th</sup> Breakout Session*

**1 – 1 Coaching**

**Day 2 Wrap Up and Discussion**

### DAY THREE(08:30 –17:00)

**08:30-12:30**

#### Adaptive Project Delivery

- ☐ Agile in a Nutshell
- ☐ Adapting Agile in Project Management

*8<sup>th</sup> Breakout Session*

#### Leveraging the Team

- ☐ Barriers to Team Effectiveness
- ☐ Tuckman Group Development
- ☐ 12 Leadership Qualities

*9<sup>th</sup> Breakout Session*

**13:00-17:00**

#### Awards and Recognition

**Day 3 Wrap Up and Discussion**

# Individual Registration Form

## Current & Advanced Booking

### PARTICIPANT DETAILS

Title (Mr / Mrs / Ms): \_\_\_\_\_

Family Name (Surname): \_\_\_\_\_

First Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Birth: \_\_/\_\_/\_\_\_\_ (DD/MM/YYYY)

Mobile Number: \_\_\_\_\_

Company / Organisation: \_\_\_\_\_

Designation: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ City/State: \_\_\_\_\_

Office Tel: \_\_\_\_\_ Office Fax: \_\_\_\_\_

Meal Preference: Veg ☐ Non-veg ☐

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

### PROFESSIONAL BACKGROUND

Qualifications: \_\_\_\_\_

Years of Working Experience: \_\_\_\_\_ Years in Project Management: \_\_\_\_\_

Years as officially-designated Project Manager Roles: \_\_\_\_\_

Professional Project Management Membership: \_\_\_\_\_ (eg. PMI)

### ADDITIONAL INFORMATION

Have you attended any Project Management Training before? YES / NO

Are you PMP-certified? YES / NO

### 3-DAY PLC Primer Session Dates

Please tick the session date for registration:

[ ] 4<sup>th</sup> PLC Primer: 10-12 September 2018(Deadline: 1 September 2018)

### VENUE & ACCOMODATION

African Leadership Centre  
4A Hitchcock Avenue, QuatreBornes

Tel: 465 0048/454 6730

Fax: 454 6730

Email: [PLCSecretariat@teamsynthesis.com](mailto:PLCSecretariat@teamsynthesis.com)

**\*\*The organizers reserve the rights to change the venue at their discretion.**

### PARTICIPATION FEE

[ ] Local Registration: Rs 33,000

[ ] Foreign Registration: USD2,000

### REGISTRATION

Registered by: \_\_\_\_\_

Designation: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### BILLING DETAILS

Invoice attention to: \_\_\_\_\_

Designation: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please **invoice** my company/organisation and payment will be made prior to the start of the Course.

### PAYMENT METHOD

The only method of payment acceptable is via Telegraphic Transfer to the bank account of the Team SYNthesis (Mauritius & Africa) Ltd. Payment must be received 10 days before the start of the course.

**Swift Code:** STCBMUMU

**Account Name:** Team SYNthesis (Mauritius & Africa) Ltd

**Bank Account No:** 610 301 0003 7432

**Bank Name:** State Bank of Mauritius

**Bank Address:** State Bank Tower  
1 Queen Elizabeth II Avenue  
Port Louis, Mauritius

### CONFIRMATION

1. Registration is on a first-come-first-served basis.
2. To confirm your registration(s), all registration form(s) must be accompanied with a **Letter of Undertaking (LoU)** on company's letterhead.

### ENQUIRIES & REGISTRATION

Team SYNthesis (Mauritius & Africa) Ltd  
4A Hitchcock Avenue, QuatreBornes

Tel: 465 0048/454 6730

Fax: 454 6730

Email: [PLCSecretariat@teamsynthesis.com](mailto:PLCSecretariat@teamsynthesis.com)

**[PAYMENT POLICY]** Payment is due in full at the time of registration. Full payment is mandatory for event attendance.

**[CANCELLATIONS & SUBSTITUTIONS]** You may substitute participants at least 5 working days prior to the beginning of the Course. Cancellations will be refunded only if made in writing at least 10 days prior to the beginning of the Course. No refund is given for any late cancellations for participants who do not show up for the course (no-show). **\*\*The organizers reserve the rights to change the venue at their discretion.**

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 **Team SYNthesis**