

3-day **PLC** Masterclass Scope Management Workshop

17-19 February 2014, Le Meridien Hotel, Mauritius

Team SYNthesis (Mauritius & Africa) Ltd is pleased to invite you to attend an intensive **Scope Management Masterclass** on **17-19 February 2014 at Le Meridien, Mauritius**.

Scope issues are present everywhere in today's complex initiatives (*incomplete requirements, lack of user involvement, unrealistic expectations, etc*). The journey to depression always starts with **great optimism** where everyone thought they understood the scope, yet over time, understanding is quickly replaced by **change confusion**. New great ideas will always emerge *later* and everyone seems to have their multitude of interpretations, hurtling the initiative into the *cost-and-schedule-over-runs* orbit.

The above, coupled with increasing emphasis on high-quality, speed-to-market, and relentless pursuit of customer-centricity transformation, prompted leaders to ditch traditional also-ran to embrace the **New Normal** strategic initiative management.

Apart from balancing the time-honoured constraints (time, resources & scope), **70% of failed initiatives can be traced to poor scope planning, scope definition, detailed work breakdown, scope verification & scope control**.

The key defence *cum final frontier* is minimizing **scope creep**. Given that it is extremely difficult, if not impossible, to discount genuine market-driven business changes especially in the current *business-not-as-usual* environment, the critical thought leadership techniques used by *Scope Controller* such as *Stage Gate* have been notching up successes upon successes.

Granted there is no *silver bullet*, avoiding being an *accidental Project Manager* helps tremendously. Outcome-based guiding principles support the evergreen modus operandi of starting with the end (Sponsor's expectations) in mind. **Business values** always trump over other *technical execution considerations*.

At the end of this Masterclass, the participants will not only know of *Plan Scope Management, Collect Requirements, Define Scope, Create WBS, Validate Scope & Control Scope*, but will also acquire **Masterclass best practices & leadership techniques** to meet, and exceed, the Sponsor's expectations.

Target Audience:

This course aims at empowering the Program managers, Project managers, Operations managers, Senior Engineers, Team Leaders, managers and others who want to apply best practices for **Scope Management**. This is the **second** of 10-part knowledge areas to develop high performance teams that can drive initiatives to successful completion and obtain the desired organization outcome. **Certified PMs will find the missing links in their PPM practices and relish its inherent challenges**.

The course is very demanding, inevitably it will force the participants out of their comfort zone in order to **climb the next S-curve**. All participants **should have** a laptop (with **WIFI Connections**) in order to

About the Chief Instructor:



Mr. Tan Chee Peng is the founder and CEO of **Team SYNthesis (TS)** and **Business Technovise International (BTI)**, a strategic services firm specializing in Business / IT Strategy, **Programme & Project Management (PPM, PMO & IQA Advisory)** of large implementations and business process integration projects.

Prior to BTI, Mr. Tan was the managing partner, **Andersen Worldwide** managing the consulting practice in Mauritius, Madagascar, Kenya, Malawi, Tanzania and Uganda. Mr. Tan, an **ASEAN scholar** and a **First Class** Degree holder from Imperial College, UK, has more than **29 years of consulting experience** in financial services industry, helping MNC clients in Business-IT Strategy Formulation & Implementation, Business Process Reengineering, Programme and Change Management, Performance Management and, e-Commerce strategy and Implementation. He was previously the Vice President, Technology of **Citibank N.A.**, Singapore.

Mr. Tan was conferred the **CITPM Senior**, the Singapore National IT Project Management Certification on 26 November 1998. Based on his professional work in Singapore, Mauritius and Africa, he was independently nominated and admitted to the **International Who's Who of Professionals for 1999**. Mr. Tan also sits on the **Board of Assessor** for the Singapore National IT Skills Certification Programme – IT Project Management since its inception.

He is also a **Fellow Member** of the Singapore Computer Society and has been listed on the **SCS Roll of Honour** in recognition and appreciation of his valuable support and contribution to the Society. Mr. Tan has given Project/Programme Management Conferences, workshops and training sessions to more than **4,500 PMs** worldwide and has successfully completed assignments in more than **60 countries**. Mr. Tan is also a Mauritius SAPES recipient & invited member, **Honorary 300** of the Singapore National Infocomm Registry for ICT Professionals 2011-2013. Mr Tan anchors the national Leadership certification programme in **Malaysia, Singapore & Mauritius**.

 **TeamSYNthesis**

... Another Value-add Talent Management Initiative

www.teamsynthesis.com/PLC/

PLCSecretariat@teamsynthesis.com

(230) 454 6730/230) 468 0048

(230) 454 6730

Agenda

3-day **PLC** Masterclass on Scope Management

DAY ONE - Monday 17 February 2014 (08:30 –19:00)

08:30-12:30

Scope Management

- Define Scope
- Control Processed or Address Factors
- What Impacts Scope?

What Is Scope Management-The Rule of 3 & Rule of 4?

Introduction

- Initiating Processes
- Planning Processes
- Purpose of Initiation Process

Project Plan Development Processes

- Core Processes
- Facilitating Processes
- Project Plan

Scope Management

- Scope Definition
- The Cost of Scope Change

Scope Management Process

- Business Process Management (BPM)
- No Id No Work

Work Breakdown Structure (WBS)

- Cost Estimating
- Cost Budgeting
- Resource Planning
- Risk Management Planning
- Activity Definition
- Work Breakdown Structure (WBS)-Sample
- Work Breakdown Structure (WBS)- Further Samples
- Key Facts

PPM Tool

13:00-19:00

Scope Management – The Best Practices

Computer Based Testing (CBT) 1

Course Work (PMP) 1

Group Work 1

PMBOK Process Groups & 10 Knowledge Areas –

- Integration (how it is impacted)
- Scope (direct)
- Time (how it is impacted)
- Cost (how it is impacted)
- Quality (how it is impacted)
- Human Resource (how it is impacted)
- Communications (how it is impacted)
- Risk (how it is impacted)
- Procurement (how it is impacted)
- Stakeholder (how it is impacted)

1st IGS Leadership Speaker

DAY TWO - Tuesday 18 February 2014 (08:30 –19:00)

09:00-10:30

Review & Discussion on CBT, Course Work & Group Work

Project Charter

- Project Charter Content
- Business Need
- Project Objectives
- Project Deliverables
- Assumptions
- Constraints
- Key Staff
- Written Authorization

Project Objectives

Project Stakeholders

- Why Do We Need to Consider Project Stakeholders?
- Stakeholder Analysis

Project Plan Templates

- IEEE Standard 1058 For Software Project Management Plans (SPMP)
- Definition In IEEE 1058 SPMP

- ◇ Baselines
- ◇ Customer
- ◇ Project Agreement
- ◇ Project Deliverables
- ◇ Project Function
- ◇ Review
- ◇ Task
- ◇ Work Package
- ◇ Work Product
- Introduction
 - ◇ Project Overview
 - ◇ Project Deliverables
 - ◇ Evolution of SPMP
 - ◇ Reference Materials
 - ◇ Definitions & Acronyms
- Project Organization
 - ◇ Process Model
 - ◇ Organizational Structure
 - ◇ Organizational Boundaries & Interfaces
 - ◇ Project Responsibilities
- Management Process
 - ◇ Management Objectives & Priorities
 - ◇ Assumptions, Dependencies & Constraints
 - ◇ Risk Management
 - ◇ Monitoring & Controlling Mechanisms
 - ◇ Staffing Plan
- Technical Process
 - ◇ Methods, Tools & Techniques
 - ◇ Software Documentation
 - ◇ Project Support Functions
- Work Packages, Schedule & Budget
 - ◇ Work Packages
 - ◇ Dependencies
 - ◇ Resource Requirements
 - ◇ Budget & Resource Allocation
 - ◇ Schedule

13:00-19:00

Practical Sessions

Scope Management – Beyond Best Practices

Computer Based Testing (CBT) 2

Course Work (PMP) 2

Group Work 2

2nd IGS Leadership Speaker

1-1 Planning Review

DAY Three - Wednesday 19 February 2014 (08:30 –19:00)

09:00-10:30

Group Work 3 (Presentation)

Computer Based Testing (CBT) 3

13:00-19:00

3rd IGS Leadership Speaker

Scope Management – The Masterclass Approach

Certificate of Attendance Presentation & Closing

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3-day **PLC** Masterclass Series Deepening Practice Level, Mastering

What Our Past **PLC** Masterclass Leaders Have To Say...



The 3-day PLC Masterclass has helped me to critically assess my roles in my organization. Being very focused, I had always thought that I was doing my job with the best approach. But, after the PLC Masterclass, I am equipped with new practical techniques which would enable me to do my job even better, for my benefit, my staff and my company.

As a leader, over and above skill and competence, humility is very important to make the difference, have the winning edge and makes it happen...

Francois CHONG TSANG FEE AH QUNE, Manager Maintenance Planning, Air Mauritius Ltd



Being at the level of management, all the scopes are of great interest to me. On a personal point of view I also find that all the scopes are important for any deliverables in any field of activity. Overall, I am satisfied with this 3-day PLC Masterclass Workshop. The class was really interesting and all the modules are directly applicable to the different functions for the deliverables in our company. On the whole, I must say that the approach with all the details were very good for the understanding of the course...

Ludy RAMALINGUM, Managing Director, DCL



The PLC Masterclass has driven me back into the inspired mood of the 5-day PLC. This Masterclass, however, is more in-depth and covers each knowledge area comprehensively. The Masterclass has given me more useful tools which I can, not only use in my work, but also in my day-to-day life. Overall, I am very satisfied and will certainly encourage my colleagues & friends to attend the future Masterclass series...

Beenou MUNGRA-RAMPARGASS, Human Resource Manager Livestock Feed Ltd



The PLC Masterclass has completely taken me out of my comfort zone. Now that I have acquired a lot of practical techniques, I will certainly put them into practice as from tomorrow. The Masterclass made me realize that I have not reached the summit yet. I will definitely set another dream for my students tomorrow. The Masterclass journey has come to a quick end but created 2 major changes in me (both personal & professional). I would also testify that the Masterclass is tougher than my PhD ...

Mahend GUNGAPERSAD, Rector, Rabindranath Tagore Secondary School



I have recently been posted in the Quality Department in my company. I was unaware of the terms used. Now after the Masterclass, I am well equipped to do the Quality Assurance & I am well versed with the 'Quality terms'. The concepts/ideas presented will be very helpful to me to apply in my new job. Overall, I am satisfied with this 3-day PLC Masterclass Workshop...

Mirella MALHERBE, Assistant Administrative Officer, Financial Services Commission



The 3-day PLC Masterclass was very insightful. I have learnt many techniques & terminologies which will allow me to compartmentalize the steps and activities in my project procurement plan. What I acquired in the Masterclass will be very useful in building up my knowledge and helping me in putting theory into practice. Besides, it is always a pleasure to attend the PLC Masterclasses...

Eric Taily, Project and Engineering Manager DRBC Milling Co Ltd, Alteo Group



Very good knowledge was imparted to us, with more details, techniques & templates to enable one to perform better in his daily work. I will certainly use these techniques to achieve better targets for my company. Overall, I am satisfied with this 3-day PLC Masterclass Workshop...

Yasdeo RAWOTEEA, Head of HR Management, Cum Head of Electronic Banking, MPCB



After the 5-day PLC course, I thought I had gone through everything. But, life is a learning process. The 3-day PLC Masterclass was a good refresher course on each knowledge area topped up with real-life experience. I acquired new skills which I will put into practice as from tomorrow ...

Ken Arian, Manager Business Projects Harel Mallac Technologies Ltd



The 3-day PLC Masterclass was very interesting and I learnt new techniques which will help in practice. Communication plays a vital role in my job & it is good to know how to handle it. In the PLC Masterclass, I learnt how to conduct presentations the right way. It will certainly be very helpful for me...

Amit JUGGURNATH, IT Manager Central Water Authority



I have learnt a lot in this Masterclass. I will have to apply everything that I have learnt in my day-to-day work & make things better. I will certainly recommend my colleagues/friends to attend the Masterclass in the future...

Hassen Emrith, Head of Operation, Vector International Ltd



Apart from being an invaluable knowledge enriching experience, the Masterclass on Risk Management has broadened my views and has enhanced my way of doing things. Managing risk is a daily activity for all of us. In general, we all have a general idea of risk management and mitigation but this 3-day Masterclass brings out this practical and real aspects, especially in the context of running a business. Investors are always worried about multiplying their wealth, directors about their paychecks, creditors about payment on time and so many constraints exist in real life. However, this Masterclass shows us how to identify, address and mitigate risks such that no issue is left unresolved thereby, satisfying all stakeholders. Masterclass is definitely the enlightenment! **Ashwini Salabee**



The 3-day PLC Masterclass has exceeded my expectations, not only professionally but also personally. I regret it's already over. What I learnt will complement my professional life with the additional knowledge of tools, techniques and technical terminologies. The Masterclass certainly value-add in terms of planning for **my future professional career ...**

Jeannique Marie Noelle Ithier Procurement Manager Livestock Feed Ltd

3-day **PLC** Masterclass Series Deepening Practice Level, Mastering

What Our Past **PLC** Masterclass Leaders Have To Say...



I would like to say that the 5-day PLC has brought many success in my department. This 3-day PLC Masterclass is more detailed. I learnt many things which I will certainly put into practice...

Ronny PAZOT
Infrastructure & Production Manager
MCB LTD



Attending the 3-day PLC Masterclass was a significant achievement for me, especially in learning the different aspects of Integration management. The Masterclass also taught me how to stay focus in what we do and that there is no barriers to success if you have a vision and the right plan and approach to achieve it ...

Mantasha RAMPARSAD
Client Service Manager
Deutsche Bank Mauritius Ltd

2014 PLC MASTERCLASS PROGRAMME

Please also register me for the following **PLC** Masterclass series:

S/N	Name	Date	Status=Open
2	Scope Management (Current)	17-19 February 2014	<input type="checkbox"/>
3	Time Management	24-26 March 2014	<input type="checkbox"/>
4	Cost Management	12-14 May 2014	<input type="checkbox"/>
5	Quality Management	28-30 May 2014	<input type="checkbox"/>
6	Human Resources Management	9-11 June 2014	<input type="checkbox"/>
7	Communications Management	23-25 June 2014	<input type="checkbox"/>
8	Risk Management	21-23 July 2014	<input type="checkbox"/>
9	Procurement Management	1-3 September 2014	<input type="checkbox"/>
10	Stakeholder Management	15-17 September 2014	<input type="checkbox"/>
11	Integrated PPM Workshop- Intermediate	13-15 October 2014	<input type="checkbox"/>
12	Integrated PPM Workshop- Advanced	10-12 November 2014	<input type="checkbox"/>
1	Integration Management	27-29 January 2014	CLOSED

3-day



Registration Form Masterclass on Scope Management Workshop

17-19 February 2014

1. PERSONAL DETAILS

Mrs Miss Ms Mr

First Name (s) _____

Billing Address _____

Tel. (Incl. area code & extension) _____

Email _____

Meal Preferences: Veg Non-veg

Title (Dr, Prof, etc) _____

Surname _____

Country _____

Company _____

Mobile _____

Fax _____

Personal Email _____

Signature _____ Date _____

2. PROFESSIONAL BACKGROUND

Qualifications _____

Years of Project Management Experience _____

Professional Project Management Certification (e.g. PMI, CITPM, PLC, AAPM, Prince2, etc) _____

Years of Experience _____

Years as Officially-designated PM Roles _____

Additional Information _____

3. REGISTRATION METHOD

Email: PLCSecretariat@teamsynthesis.com

Phone: (230) 465 0048/ (230) 454 6730

Fax: (230) 465 0048/ (230) 454 6730

Post: TeamSYNthesis (Mauritius & Africa) Ltd

2F Buswell House,

1D Buswell Avenue

Quatre Bornes

Mauritius

4. MODE OF PAYMENT

(Local Delegates - Rs. 33,000)

Number of participants _____

Please find enclosed a cheque for Rs. _____

Please invoice my institution and payment will be made prior to the start of the Course.

Cheque should be drawn to the order of **Team SYNthesis (Mauritius & Africa) Ltd**

(Overseas Delegates - USD 2,000)

Number of participants:

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

5. INFORMATION & DISCLAIMER

PAYMENT POLICY

Payment is due in full at the time of registration. Full payment is mandatory for event attendance.

CANCELLATIONS & SUBSTITUTIONS

Once registration form is received by Team SYNthesis and invoice issued to participants, payment is expected. 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. In lieu of the preceding cancellations, participants can be transferred to the next session but such transfer is allowed ONCE only regardless of the period of notice. No refund is given for any late cancellations or for participants who do not show up for the course (no-show or partial show). The Organizers reserve the rights to change the venue at their own discretions.

VENUE & ACCOMODATION

Le Meridien Hotel,

Pointe Aux Piments

Mauritius

REGISTRATION DEADLINE

The duly filled Registration form together with payment should reach the Team SYNthesis (Mauritius & Africa) Ltd by Monday, 10th February 2014. (Tel: (230) 454 6730 / (230) 465 0048)



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