

## TECHNICAL SESSION

### Presentation Outline



#### Michael Charles

*BSc. Mech. Eng., PMP, Reg Eng.*

Michael Charles graduated from Southampton Technical College, England, in 1970 with an Ordinary National Diploma in General Engineering and the University of Surrey, England in 1973, with a BSc in Mechanical Engineering.

He is a registered engineer with the Board of Engineering of Trinidad and Tobago and a certified project management professional (PMP). He is a founding member of the Project Management Institute, Southern Caribbean Chapter and has served on the board of directors for over eight years including four years as the President. He currently holds the position of Immediate Past President.

He has thirty seven years' experience in the energy industry both nationally and internationally working both on the Owner side and Contractor side.

He has held positions as a design engineer, field operations engineer, production superintendent, project engineer, project manager, general manager -operations, vice president – projects and chief operations officer. He has managed international projects both in Trinidad and the United States. Michael has presented several technical papers locally and regionally on the practical aspects of project management and also host lectures in basic project management training.

Michael currently manages his own project management consulting Services Company.

- ✦ The PMI Southern Caribbean Chapter (PMI SCC) is the leading non-profit advocacy organization and professional network for the project management profession in our region and is a chartered component of the Project Management Institute (PMI).
- ✦ PMI sets professional standards, conducts research, provides access to information and resources and empowers practitioners to become catalysts for organizational transformation.
- ✦ PMI is the global membership association for the project management profession with more than 265,000 members in over 171 countries and 251 Chapters.

Notification of Award of Contract is an exciting time in a contractor's organization and is a time for celebrations. It is the result of successfully managing the contractor's internal management processes of bid portfolio selection and bid preparation. This involves very costly and stressful man-hours of diligent work that is appreciated by only those few persons involved in the bid preparation.

However, the jubilation is short lived when the realities of having to commence the actual works soon set in. The contractor's project execution manager needs to quickly demonstrate that all the good activities articulated in the bid, of which he may have had no part in preparing, can be implemented efficiently.

Clients sometimes expect (unreasonably so) immediate action by the contractor, believing that the bid submission is the executable plan. This misconception quite often leads to project failure when the contractor is bullied into responding to the unreasonable demand to mobilize immediately. In fact, the bid plan is most of the times, a high level plan, owing to the time constraints of the bid period.

Hopefully the bid team prepared a "user friendly bid plan" and the project manager and his execution team can quickly, progressively elaborate it into an executable plan that allows them to "hit the road running".

Many challenges lie ahead for the contractor's execution team especially in the early life of the project and, just like their client, they will need to apply proper project management techniques. The techniques must be institutionalized in the contractor's organization, and failure to have these techniques in place will manifest itself during the execution phase and inevitably will result in loss of money and reputation. These techniques must be repeatable and occur on every contract – "big contracts or small contracts".

The techniques involve managing with the Project Life Cycle with the following critical phases of:

- Bid portfolio selection
- Bid preparation
- Execution team selection
- Planning
- Execution and Controlling
- Close out

The project life cycle is the road map for managing projects and the activities that must be performed in the six critical phases are the focus of discussions in this presentation.

**TIME:** Registration: 6:00 pm - 7:00 pm  
**COST:** Members: TTD \$150.00  
**PDUS:** Attendees earn 1.5 PDUs.  
**DATE:** Wednesday 15<sup>th</sup> September 2010

**Presentation:** 7:00 pm - 8:30 pm  
**Non-Members:** TTD \$200.00  
**Register at least 2 days in advance (limited seats)**  
**Venue:** Cascadia Hotel & Conf. Centre St Anns - Port of Spain

Contact PMISCC Secretariat @ 658 - 4200 Ext. 2179 from 8:00 am to 2:00 pm  
E-mail: Jemma.Ramjattan@petrotrin.com  
PMI Southern Caribbean Chapter,  
Address: 4 East Street, Petrotrin, Pointe-a-Pierre, Trinidad, West Indies  
Telephone: 1 - 868 - 658 - 4200 | Extension 2179 | Fax: 1 - 868 - 658 - 5679