

# Environment Business



## Environmental Project Management Planning Essentials Workshop

### Overview

Addressing environmental, economic and cultural impacts are critical components of any environmental, municipal infrastructure or sustainability project undertaking. A fundamental objective for project owners is to minimize the risk of regulatory and civil liabilities. This requires a meticulous approach to project planning, organization implementation and documentation.

This 2 day course, customized specifically for seasoned and new project managers , engineers , planners , and technical specialists involved in environmental and municipal infrastructure projects has been delivered consistently to environmental practitioners within the municipal, provincial and federal government and private sector in Canada over the past 5 years.

### All in one training!

An introduction to essential project planning strategies including Tips and Techniques gleaned from over 40 years of project experience and a Comprehensive Reference Manual including industry Best Practice Templates.

This workshop is a complete **Toolkit for Planning and Managing Projects and is focused on the following project planning essentials.**

### Project Proposal / Charter Writing

The best way to effectively communicate project scope, schedule and cost to project stakeholders, mitigate conflicts, negotiate for additional resources, and manage risk is to write a project proposal / charter that clearly articulates how the project meets the strategic needs of the organization, how the project will be governed , the scope to be delivered, how the project will be organized , who the stakeholders are and how they will be managed.

### Creating a Project Deliverable Breakdown Structure

Using a technique developed by the military and aerospace industries over 50 years ago and that today is the foundation tool for all of the Project Management Institutes, Project Management Knowledge Areas learn and demonstrate how to

create a project deliverable breakdown structure that graphically articulates internal and external project deliverables, key interfaces and risks.

### **Identifying and Analyzing Project Stakeholders**

A critical aspect of project planning is identifying how meeting key partner / stakeholders needs and expectations impacts project scope. Learn and practice how to graphically identify, characterize and assess project partners and stakeholders.

### **Organizing Projects for Success**

Project Managers must understand their organizations business processes. They must be social architects who can build alliances across levels and functions of the organization, stakeholders, support groups, and with multi- jurisdictional project partners. Participants learn techniques on how to organize the project to reduce conflict across organizational silos and get buy in and resource commitments from functional line managers.

### **Understanding the Project Human Interface**

Project Managers must also understand the human side of their organizations. Participants learn about factors that drive project team performance as well as practical techniques / suggestions for effective project communications, motivating & empowering project team members, managing project conflict, negotiating with contractors and partners on issues of delegation, accountability and commitment.

### **Creating a foundation for managing contractors and project performance analysis**

Project Managers must effectively monitor and control the projects scope, schedule and costs by monitoring and evaluating project team and contractor performance. Participants learn and demonstrate how to create a precedence network diagram that will provide the framework for a schedule and cost baseline that will allow them to track actual vs budget time and costs as well as identify resource requirements and loading.

Instructor

Greg Philliban

DGS / Environmental Project Management and Sustainability Solutions

Biography:

Greg has an extensive background in crossfunctional / multijurisdictional project and stakeholder management in the real property and environmental sectors. Currently Greg delivers project and stakeholder management training for Environmental Project Management and Sustainability Solutions- Ottawa, Canadian Management Centre (CMC) -Toronto and Algonquin College Ottawa. He also provides project management facilitation, coaching and consulting services. Greg is

currently engaged on a multi-year environmental project to protect source water in Ontario. He recently co-authored a report for Conservation Ontario on the Ontario Governments Clean Water Act (CWA) legislation regarding stakeholder communications and consultation terms of reference and information management requirements . Credentials include a Certificate in Project Management (CPM) from Algonquin College of Applied Arts & Technology and Project Management Professional (PMP) certification from PMI.