

# 3-day Masterclass Initiative Planning (Integration Management Workshop)

20-22 January 2025

The African Leadership Centre, Mauritius

Team SYNthesis (Mauritius & Africa) Ltd is pleased to invite you to attend an intensive **Planning Masterclass** on **20-22 January 2025** at **The African Leadership Centre, Quatre Bornes**.

Planning is the most important aspect in the emerging 10 knowledge areas where more than 50% of PPM processes are defined. **Failure to plan is planning to fail**. The critical planning tasks fall on PMs, and where exist, the **Strategic Execution Office (SEO)/Program Management Office (PMO)**. Effective SEO-PMO makes good initiatives great & pre-empts bad ones from being catastrophic.

In a generally-accepted situation where effective & skilled resources are scarce, organizing these prized resources (PM is a one-person SEO-PMO) into a structured organization-wide SEO-PMO is a given in order to transform organizations in a sustainable manner to:

- deliver faster
- lower costs
- operationalize more effectively to achieve the desired business outcomes (**value creation & strategic KPI alignment**).

Only about 5% of PMs have ever undergone formal structured training. Even lesser demonstrated the required leadership qualities to make things happen. The 30% successful initiatives avoided big strategic mistakes, pre-empted operational missteps & reinforced outcome-based decisions. This 3-day Masterclass focuses on key aspects that **deliver high-performing business with greatly leveraged and coordinated workforce: top performing on-strategy SEOs-PMOs with skilled PPM leaders focusing on the right initiatives and making datapoint-centric, milestone-based go/no go decisions, with the right vision-to-execution PPM RASCI-defined lifecycle process framework & PPM/PMIS tools**.

**The likelihood of project success increased 75% when project teams had received training within the preceding 12 months ...**

Apart from PM skillsets, the Masterclass will deliberate on the **PPM New Normal** approach where PMs need to deal with constant innovation & change (OCM – organization change management) projected to be the norm by 2015. Other weighted factors include *business-centric financial and operational analysis, quality management, risk management and stakeholder management*.

## Target Audience:

This course aims at empowering the Initiative Owners, Leaders & Managers and all those involved in strategic management with the skills needed to build, execute and monitor/control first-class, comprehensive and practical plans. This is first of a 10-part knowledge areas to develop high performance teams that can drive initiatives to successful completion and obtain the desired organization outcome.

The course is very demanding. All participants **should have** a laptop (with **WiFi Connections**) in order to take part in the exercises and read the course notes provided in PDF format. In case of no laptop, a separate laptop rental will apply.

## About the Chief Instructor:



Mr. Tan is the founder and CEO of Team SYNthesis and Business Technovise International (BTI), a strategic services firm specializing in Business / IT Strategy, Programme & Project Management (PPM) of large systems 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 40 years of consulting experience in financial services industry, helping MNC clients in Business IT Strategy Formulation and 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 8,000 PMs worldwide and has successfully completed assignments in more than 80 countries. Mr. Tan is also a Mauritius SAPES recipient & invited member, Honorary 300 of the Singapore National Infocomm Registry for ICT Professionals 2011-2013.

 **TeamSYNthesis**

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[www.teamsynthesis.com/PLC/](http://www.teamsynthesis.com/PLC/)

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

(230) 454 6730/230) 468 0048

(230) 454 6730

# Agenda

## 3-day Masterclass on Initiative Planning (Integration Management Workshop)



### DAY ONE - (08:30-19:00)

08:30-12:30 -

#### Why Integration Management?

- Initiating Process Group
- Executing Process Group
- Closing Process Group
- Planning Process Group
- Monitoring & Controlling Process Group

#### Why Do Projects Fail?

- Project Governance Process
- Project Expectations
- Communication Protocols

#### PMO Goals

- Health of Project Portfolio
- Project Management Methods & Processes
- Project Community Support

#### PMO Types & Objectives

- Weather Station
- Control Tower
- Resource Pool
- PM Provider

#### PMO Set-up PMO

#### Challenges

- PMO not driving breakthrough results
- Not sufficient to sell productivity

#### PMO Modus Operandi

- Strategies
- Engage Top Management
- Complete projects faster

#### PMO Maturity Evolution

- Process flow

### DAY TWO - (08:30-19:00)

09:00-10:30

Review & Discussion on CBT, Course Work & Group Work

#### Key Outcome Considerations

- Project Steering Committee (PSC/ITSC/EXCO)
- Escalation Channels
- Scope & Deliverables
- Acceptance Criteria
- Estimating & Scheduling
- Resources Plan
- Risk Assessment & Risk Management Strategy

#### SEO – The Evolution of PMO Concept

- Project Office
- Project Support Office
- Project Management Office
- Program Management Office (PMO)
- Strategic Project Office
- Enterprise Project Office
- Strategic Execution Office (SEO)

#### PMO – The Advanced Principles & New Normal Approach

- The PMO Ground Rules
- Management Support for PMO
- Planning for PMO
- Hints & Pitfalls

13:00-19:00 -

Practical Sessions

#### Planning Leadership – Turning Vision into Reality

Computer Based Testing (CBT) 1

Course Work (PMP) 1

Group Work 1

PMBOK Process Groups & 10 Knowledge Areas – Initiating, Planning, Executing, Monitoring & Controlling & Closing

- Integration (direct)
- Scope (how it is impacted)
- 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)

13:00-19:00

Practical Sessions

#### Planning Dynamics – Mastering the Circle of Influence

Computer Based Testing (CBT) 2

Course Work (PMP) 2

Group Work 2

#### 2<sup>nd</sup> IGS Leadership Speaker

### DAY Three - (08:30-19:00)

09:00-10:30

Group Work 3 (Presentation)

#### Planning Masterclass – Delivering the Desired Business Outcome

13:00-19:00

1-1 Planning Review

Computer Based Testing (CBT) 3

#### Planning – The Takeaways Success Stories

#### 3<sup>rd</sup> IGS Leadership Speaker

Certificate of Attendance Presentation & Closing



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# 3-day



# Registration Form

# Masterclass on Initiative Planning (Integration Management Workshop)

## 1. PERSONAL DETAILS

Mrs  Miss  Ms  Mr

First Name (s) \_\_\_\_\_

Company Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mobile Number (WhatsApp) \_\_\_\_\_

Tel. (Incl. area code & extension) \_\_\_\_\_

Email \_\_\_\_\_

Meal Preferences: Veg  Non-veg

Title (Dr,Prof,etc) \_\_\_\_\_

Surname \_\_\_\_\_

Country \_\_\_\_\_

Company \_\_\_\_\_

PO Number \_\_\_\_\_

Company BRN \_\_\_\_\_

Company VAT \_\_\_\_\_

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](mailto:PLCSecretariat@teamsynthesis.com)

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

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

SOP Protocol: <https://rb.gy/fmiwlv>

Post: Team SYNthesis (Mauritius & Africa) Ltd

4A Hitchcock Avenue

Quatre Bornes

Mauritius

## 4. MODE OF PAYMENT

**(Local Delegates - Rs. 33,000, MQA Approved)**

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 - USD2,000)**

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

**MQA APPROVED**

## 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

The African Leadership Centre,  
4A Hitchcock Avenue,  
Quatre Bornes  
Mauritius

### REGISTRATION DEADLINE

The duly filled Registration form together with payment should reach the Team SYNthesis (Mauritius & Africa) Ltd by **Monday, 13 January 2025**.  
Tel: (230) 454 6730 / (230) 465 0048 / (230) 454 7719 / (230) 5256 3090



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# 3-day **PLC** Masterclass Series Deepening Practice Level, Mastering Making Things Happen

## What Our Past **PLC** Certified Project Leaders Have To Say...



What you will go through in this course is a very enriching experience that will accompany you throughout your professional and personal life. All the best!

**Salonee LALLAH, PLC Senior  
Manager,  
The Mauritius Commercial Bank Ltd**



PLC has helped me realize the value of time and how manage it more efficiently for positive results. It is a very intensive and challenging course. Most enjoyable 5 days I have spent.

**Jonid Dowlut  
CEO, Fleet Master, Harley-Davidson  
Mauritius, GRNW Boatyard and IDC BoatWorld**



The PLC Leadership Course has been a very big challenge. The Course emphasizes a lot on real value of life which I like a lot. The interpersonal skills reflect on my potential and show me how to "spread my wings"...

**Olivier MAILFERT  
Nutritionist  
Livestock Feed Ltd**



I am very happy to have attended the PLC course. It was very hard and had nightmares also. Thank you very much sharing the knowledge with us. And I am sure that there will be some positive changes in the office as soon as I resumework.

**Jean Francois Clency Dantier, PMP Certified  
Mauritius Telecom**

**Practical-oriented, designed to focus on deepening skillsets, 13 integrated workshops, for practising practitioners**



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