



Project Management Fundamentals



Project Management Oversight

Area	Tools
Time	Calendars, Schedules, Agendas, Scripts
Finances	Budget, Cash Flow, Income Statement
Resources	Inventory Lists, Usage Calendars, Staff Lists, Org. Chart, Contact Sheets
Scope	Budget, Call Calendar, Reporting, Authorization Sheets
Quality	Deliverables Calendar, Site visits, Samplings, Test Runs, Proofs, Check Lists



Time Management

ITEM #	ELEMENT	WHO	DUE	STATUS	NOTES
1.00	PROJECT MANAGEMENT				
1.10	Onboarding contract signed	MSU - BD	20-Apr	done	
1.70	Regularly scheduled team meetings	All	1-May	on going	
1.20	Discovery conducted	All	10-May	done	
1.30	Amended Service Summary sent	XPL - KW	30-Jun		
1.60	Hotel rooms blocked for XPL on site staff	MSU - SS	1-Jul		Rehearsals & Show dates
1.41	Payment 2 Completed	MSU - SS	10-Sep		
1.42	Final Expense Invoice sent	XPL - KW	15-Nov		
1.50	Project fully completed	All	15-Dec		
2.00	PHASE I: CREATIVE DEVELOPMENT				
2.10	Identify key inclusions in program	XPL	10-May	done	
2.40	Uncover campus resources available to use	XPL	10-May	done	
2.30	Provide guidance on show structure	XPL	15-May	done	
2.20	Provide updates of case finalization	MSU	23-Jun		any copies available currently?
2.21	Map campaign elements to live elements	XPL	30-Jun	in progress	ensure final case elements strongly represented in show
2.70	Storyboard the program	XPL	30-Jun	in progress	
2.50	Give recommendations on show enhancements	XPL	1-Sep	in progress	Confetti / fun / screen / lighting
2.60	Formulate visual identity for event	XPL / MSU	1-Sep		work with MSU graphics team to create visuals for screen
3.00	PHASE II: SHOW DEVELOPMENT				
3.30	Incorporate campus resources available for show	XPL / MSU	1-May	on going	
3.40	Liaise with client-brokered talent to determine: schedules and rider needs		1-May	on going	
3.12	Identify & reach out to non-student major speaking roles	MSU	15-Jul		

Cue	Start	TRT	Item	Who	V2 - in	V3 - Center	V4 - bkgd	V-Monitors	Audio	Lighting	Stage Direction	Notes
	8:45		Walk In		Marsh Slide	—	Static Ident graphic	Relays	walk in music	walk in levels		
			Program Start				Full length animated ident			House black		
			Intro George		Marsh Slide	George Title	Intro animation				George at Podium	
	9:25		Opening	Andrew George	I-mag	—	Rolling Background				enters from: to:	
			Introduction Speaker 1	Andrew George		—	Static Ident graphic					
			Speaker 1 Walk on	Simon Johnson	Marsh Slide	Johnson Title	Intro animation		Walk on 2		enters from: to:	
	9:30	0:30:00	Speaker 1	Simon Johnson	I-Mag	Johnson Deck	Rolling Background	PIP				
			Transition (off / on)		Marsh Slide	—	Static Ident graphic	Relays				
	10:00		Introduction Speaker 2	Andrew George	I-Mag							
			Speaker 2 Walk on	Tito Sanjurjo	Marsh Slide	Sanjurjo title	Intro animation		Walk on 3		enters from: to:	
		0:30:00	Speaker 2	Tito Sanjurjo	I-Mag	Sanjurjo Deck	Rolling Background	PIP				
			Transition (off / on)		Marsh Slide	—	Static Ident graphic	Relays				
	10:30		Intro Break	Andrew George	I-Mag							
							Rolling					

This is a community service award. It's about getting out there, telling stories, pounding the pavement, and spreading the word of the needs of wounded service members in one's community.

The Talkhouse Award is given to honor an individual or institution whose efforts personify patriotism, demonstrate compassion, and has helped to further the mission of the Wounded Warrior Project in support of wounded servicemen and women.

INTRO VIDEO AND U-HAUL AWARD VIDEO

Ladies and gentleman, it's my privilege to present the Talkhouse Award to UHaul Executive Vice President Stewart Shoen [SHOE-IN].

DAY 1 – TUESDAY 6 MARCH

WORKSHOPS

Taking place during the first morning, before the conference begins, our industry hot risk topic workshops will provide delegates with in-depth discussions on industry-related subject matter. You will be able to select the session you would like to attend during registration for the conference – places are limited so register early to avoid disappointment.

09:00 **Is Gas Gold? – Part 1**
The Nuclear Resurgence
Managing Natural Catastrophes
Frontier Power Technology

10:30 **BREAK**

11:00 **Is Gas Gold? – Part 2**
Process Safety Culture
4th Industrial Revolution
Decommissioning

You will find a detailed description of each of these sessions overleaf.

12:30 **LUNCH**

14:00 **EIC Conference Opens**
Guy Bessis, Managing Director, Marsh

14:10 **KEYNOTE SPEAKER**
Flavia Piccolomini, President – International, Marsh

14:30 **Fulfilling the Greatest Promise – Dubai's Clean Energy Vision**
HE Saeed Al Tayer, Managing Director and CEO, Dubai Electricity & Water Authority

16:00 **BREAK**

16:00 **BREAK**

16:30 **From Periphery to Pole Position: Will Saudi Private Sector be Key to Delivering Vision2030?**
Mutlaq Al-Morished, CEO, TASNEE

17:00 **Cyber Risk: A Call to Arms**
Sir Ian Lobban KCMG CB,
Former Director GCHQ

17:30 **CLOSING REMARKS**
Guy Bessis, Managing Director, Marsh

19:00 Delegates are invited to join us for our Gala Dinner at the Jumeirah Emirates Towers

DAY 2 – WEDNESDAY 7 MARCH

08:55 **Conference Opening Remarks**
Andrew George, Chairman - Energy & Power, Marsh

09:00 **Breaking the Contract Mould in Drilling**
Simon Johnson, CEO, Barr Drilling

09:30 **Growth of Renewable Power: Learnings from Latin America**
Rolando Gonzalez-Bunster,
Chairman and CEO, InterEnergy

10:00 **Digital Refining and the Path to New Productivity**
Hussain Al-Qahtani, President, Saudi Aramco Shell Refinery

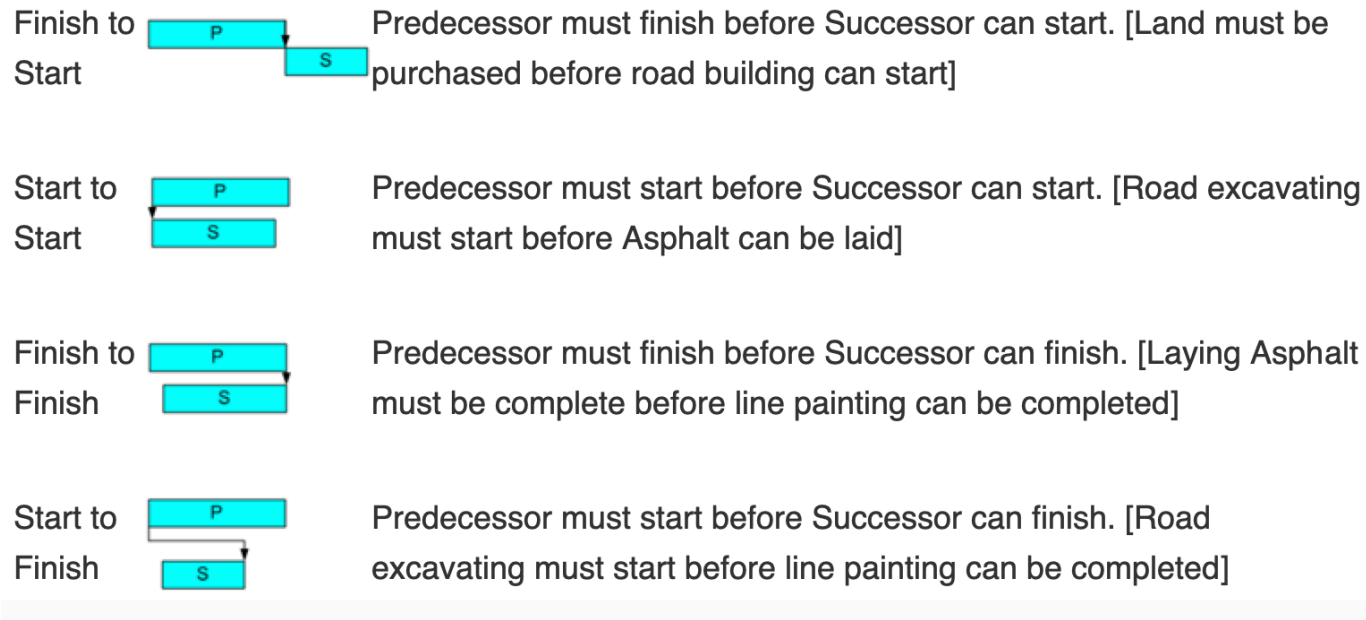
10:30 **BREAK**

11:00 **Insurers Panel Session**



Timeline Building

Project Management Tasks



Critical Path



33 Days

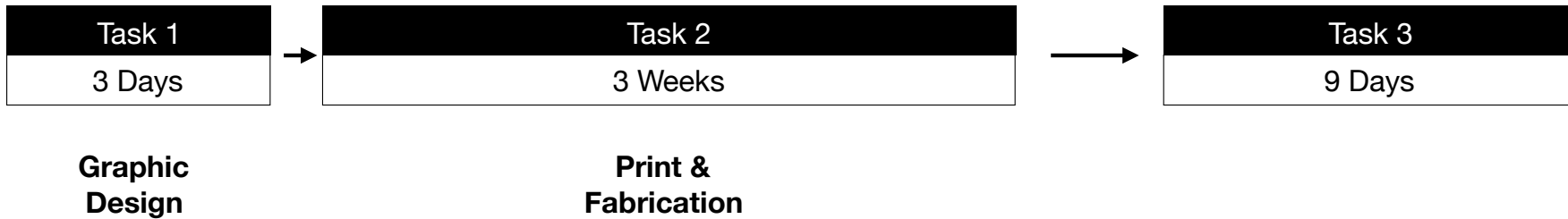


33 Days

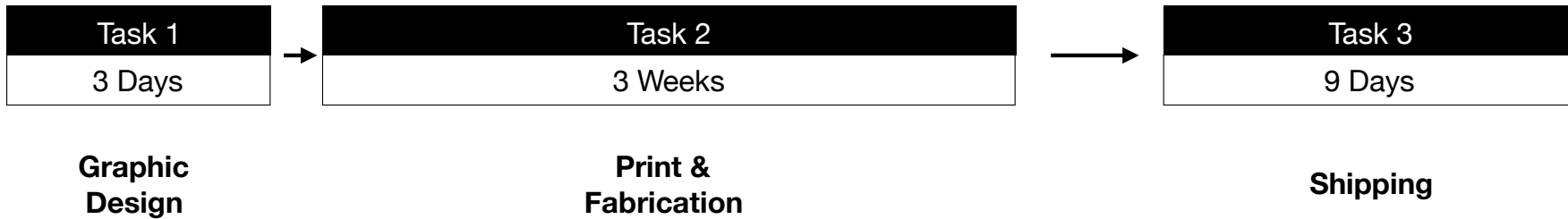


**Graphic
Design**

33 Days



33 Days





Resource Management



Client Resources

Client Resources

Branded Items

Staff

Software

Infrastructure

Knowledge



City Resources

City Resources

Guide Materials

Property

Infrastructure

Knowledge

Staff

Utilize “Free” Resources?

Special Considerations

- Any limitations?
- Any obligations?
- Is it really advantageous?
- Any impact on relationship?

Internal Resources

Equipment

- **Loss of use /
double booked**
- **Shipment costs**
- **Wear/tear**

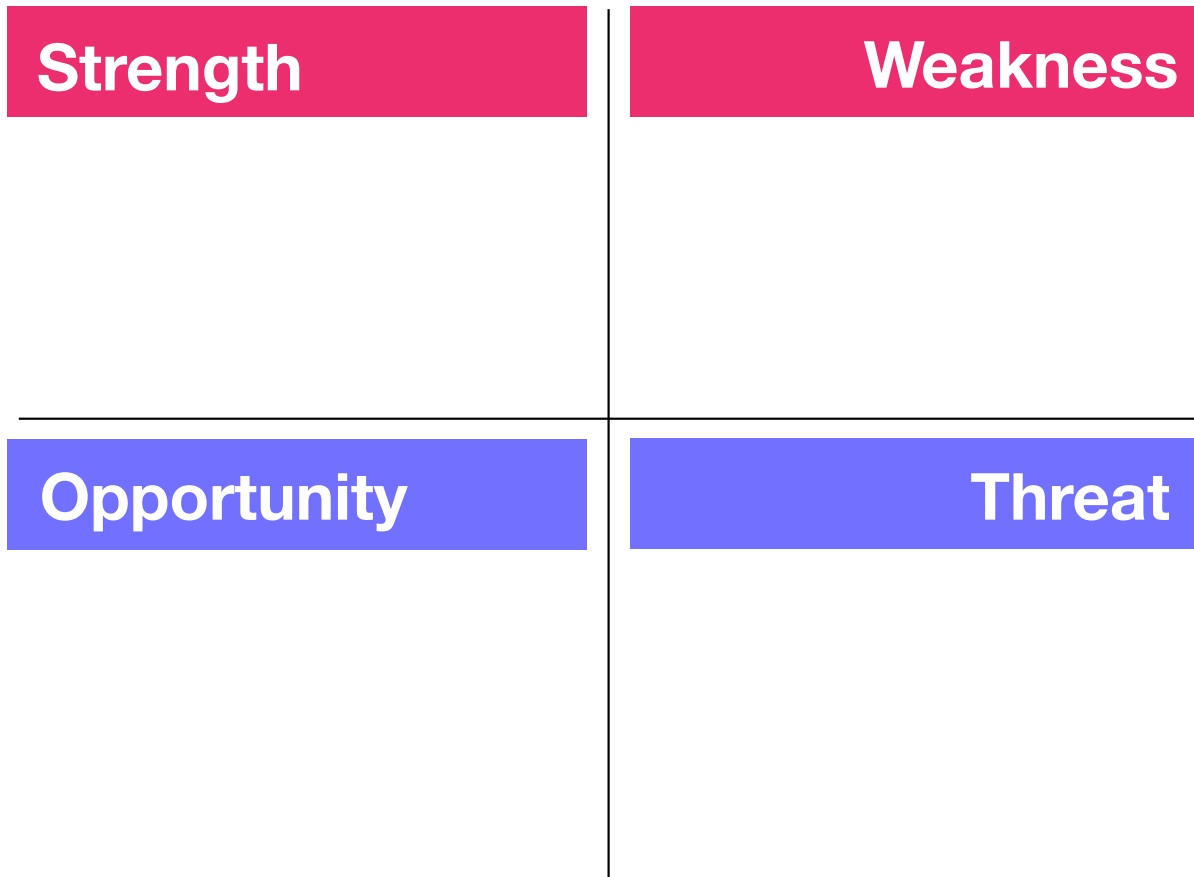
People

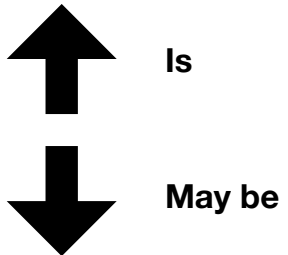
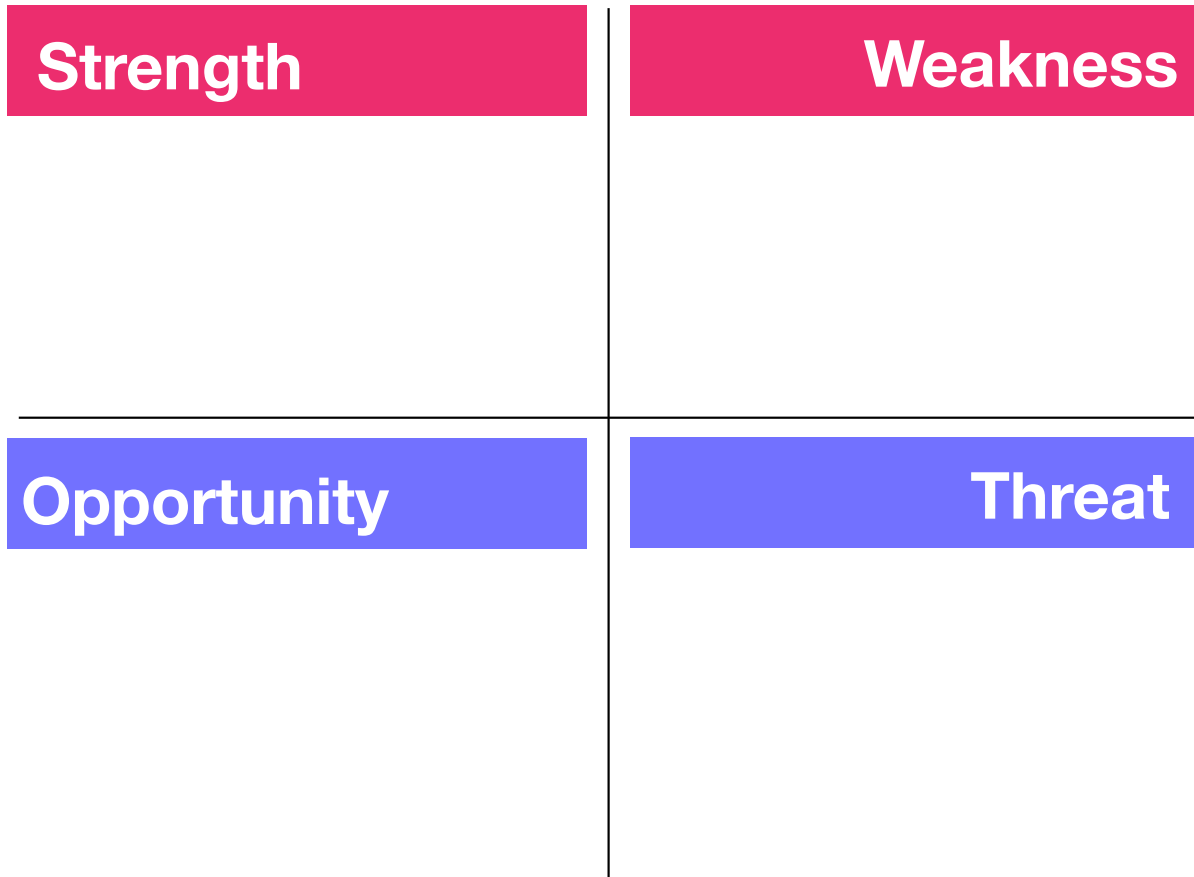
- **Local v. travel**
- **Know market v.
know project**



SWOT Analysis

SWOT Grid





Strength

- Limitless size
- Dry weather
- Space to build

Weakness

- Temperature fluctuations
- No infrastructure
- Poor access

Opportunity

- Showcase artists
- Develop sponsorships

Threat

- Medical emergencies
- Water
- Sewage

Analysis Outcomes

- **Determine Feasibility**
- **Alert Client**
- **Prepare Contingencies**
- **Financial Forecast**
- **Professionalism**



Avoiding Pitfalls

Communication



Communication



Who needs to communicate?

What is delivery method?

How/when should it flow?



Authorization



Authorization



Have an agreed process.

Know who can give.

Be clear in the change asked for.



Teamwork



Avoid silos.

Structure is important.

Employ good collaboration software.

Schedule and execute effective meetings.

Handling Change



Handling Change



Identify milestones first.

Be Ready to Shift



Be Ready to Shift



Change will be a given.

Understand why the change is happening.

Communicate the impact of change.

Use echo process for clarity.



Evaluation

Ongoing Evaluations

Timing

Resource Performance

Quality Control

Contractual Compliance

Creative Compliance

Prepare Evaluation



Prepare Evaluation



What will you measure?

Set controls for the evaluation process.

Determine how you will evaluate products.

Final Evaluations

Objectives Met

Qualitative Performance

Client Feedback

Evaluation Tools

Guest

- Surveys
- Movement
- Payments
- Social Postings

Client

- Observational
- Verbal recap
- Data collected
- Peer feedback