

SCHEDULING, PILOTING AND COORDINATION OPC TRAINING



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www.mesli-consulting.com

ORACLE
Gold Partner



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PRACTICAL INFORMATION



Duration :
2 days (14 hours)



Dates :
Contact us
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Location :
Inhouse training
Massy (France)
Remote training



Objective

- Acquire best practices in FIDIC contract management
- Control the life cycle of your contract
- Identify contract risks and deficiencies
- Analyze and act on interactions between project management and FIDIC contract management



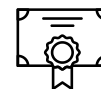
Public

Our OPC training is dedicated to any person wishing to train or improve in the scheduling, coordination and management of a construction site. The project owners, planners, pilots, project managers are mainly concerned by this training.



Training materials

- Each trainee will be attributed with a PC with the Microsoft Project software installed
- All participants will receive the training materials at the end of the training
- This training program is made up of a theoretical part as well as a case study



Learning outcomes

- At the end of this training, each participant will be able to manage a construction project



Prerequisite

- You need to know fundamentals of project management



Our instructors

- Our trainings are given by international experts recognized for their skills and expertise in risk analysis and complex project management



Accessibility

www.mesli-consulting.com 36 rue Victor Basch 91300 Massy, France

TRAINING ORGANIZATION REGISTERED UNDER N° 11 91 06522 91



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Day 1

REMINDERS OF THE BASICS

- The stakeholders of a project
- Overview of the project life cycle from design to completion
- Reminder of the different phases of a project: studies, procurement, construction, testing
- The organization chart of a project and the position of the pilot in an organization
- The different types of contracts, public, private, ...

MISSION DEFINITIONS, ROLES AND RESPONSIBILITIES

- Definition and fields of application of the mission of OPC
- Why an OPC on a project is mainly integrated to an MOE
- The concept of Lot
- Roles, missions, tasks and responsibilities of the pilot

THE OPC IN THE PROJECT FROM SERVICE ORDER TO RECEPTION

- The contractual documents of the contract file
- The notification of the contracts, the SO (Service Orders) and the preparation phase
- Management of subcontracts and monthly progress reports
- Acceptance, delivery and commissioning
- The various commissions: quality, safety, environment, etc.
- The OPR (Operations Prior to Acceptance) and the lifting of reservations
- The perfect completion of the works
- Day 2: Scheduling and coordination of works

Day 2

TASK SCHEDULING AND PLANNING

- What is scheduling?
- Building the task schedule
- Analysis of graphic and written documents (customer and subcontractor contract documents)
- Define and list tasks by batch and by phase
- Determining the constraints related to the life cycle of your project
- Establish the work schedule
- The contractual deadline for the establishment of the work schedule and its notification
- The importance of the hypothesis note and its contents
- Project monitoring and establishment of weekly and monthly progress reports
- Causes of delay and their treatment
- Re-scheduling and optimization
- Practical case studies
- How to motivate and build the relationship in the OPC

COORDINATION OF THE WORKS

- Animation of the teams on site and motivation
- Ensuring compliance with the schedule by the various trades
- Analyze the drifts and know how to communicate them
- Alerts from the OPC to the stakeholders
- The deliverables of the OPC pilot

THE MANAGEMENT OF AN OPC SITE

- The framing meeting or kick-off meeting
- The follow-up of the works on site in the respect of the scheduling
- The situations and the taking into account of the progress
- Anticipating, analyzing and managing the drifts of your project
- The site meeting and the site visit
- The minutes of the meeting, its content and its annexes
- Follow-up during the execution
- The critical and priority tasks of your project
- Awareness and penalties for delays
- Management of the workforce by lot
- Monitoring of bad weather and its consequences on the schedule
- Coordination with studies and synthesis and impact on studies
- Implementation of procedures and validation schemes for studies

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