

Front-End Loading (FEL) Workshop

A highly-customized workshop that helps project teams develop an action plan during the critical planning stages of a specific project.



WORKSHOP SUMMARY

Independent Project Analysis (IPA) research has shown that project definition, or Front-End Loading (FEL), is one of the most significant drivers of project success. Well-defined projects cost less, take less time to execute, and operate better. The project definition process establishes a framework for aligning the project objectives with the business goals and ensures that business objectives are translated into project objectives. A hands-on program with engaging activities and topics (see reverse), the **FEL Workshop** teaches key members of the project team the essential knowledge and skills required to organize, plan, and execute an FEL action plan for capital projects of all sizes and types.

KEY BENEFITS

Facilitated by experienced IPA staff, the FEL workshop is the perfect opportunity for the project's different functional groups to raise pertinent project issues and risk.

- **Gain** the essential knowledge and skills for organizing, planning, and executing the FEL action plan
- **Develop** a customized FEL roadmap for guiding the project team through essential FEL activities
- **Identify** risks to improve the chances of success in execution

PLANNING A WORKSHOP

The **FEL Workshop** is a highly-customizable activity that can be used to address project-specific concerns and other critical planning topics (listed on the reverse). It can be held independently or in conjunction with an IPA project evaluation.

The ideal time to hold the FEL Workshop is during the Appraisal (FEL 1) phase or Selection (FEL 2) phase. However, the FEL Workshop can be performed as late as the Early Definition (FEL 3) phase.

PRIVATE DELIVERY

Due to the highly customized nature of this workshop, it is only held privately for organizations. The workshop can be conducted either at a company's facility or at a nearby conference center. Contact the IPA office in your region to do discuss holding a workshop for your organization.

Contact the IPA Institute for more information:
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REQUEST INFO

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WORKSHOP BACKGROUND

All workshop instruction, presentations, and supplementary course materials are rooted in IPA's decades of experience evaluating project and project systems, and conducting quantitative research into capital project issues and trends. IPA maintains a proprietary database with information on thousands of capital projects on which to base its analyses and studies.

CORE ACTIVITY

IPA facilitators work with the project team in the initial road mapping of their project based on a precedence diagram (see below for example), sharing key deliverables for each phase of the project and for each scope.

The road mapping activity includes the use of an FEL Checklist that helps the team identify key activities that might have been overlooked, and begin developing an action plan for completing the remaining key front-end activities.

ADDITIONAL ACTIVITIES AND TOPICS

Risk Management	<ul style="list-style-type: none">- Approaches to Risk Assessment Exercise- SWOT Analysis- PEST Analysis
Establishing Alignment	<ul style="list-style-type: none">- Business and Engineering Alignment Meeting (BEAM)- Business and Project Objectives Alignment Exercise
Team Development	<ul style="list-style-type: none">- Team Development and Interface Management Planning- RACI Chart Development- Effective Project Team Structure Charting- Engaging Appropriate Functions Discussion
Other Topics	<ul style="list-style-type: none">- Timing Value Improving Practices Correctly- Commercializing New Technology- Accelerating Cycle Time- Working in Programs- Establishing a Contracting Strategy

WHO SHOULD ATTEND

The workshop is designed to include all functions involved in the project. This includes representation from business and operations, along with key owner(s) project management personnel. The number of contractors participating should be limited to only key players. To ensure interaction among participants, the optimal workshop size is 15 to 20 participants. It is recommend that a subset of participants be identified in advance to consolidate the results of the workshop with the FEL roadmap and checklists produced in the workshop.

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Advancing Project Knowledge

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Why the IPA Institute? The IPA Institute is the training and education division of Independent Project Analysis (IPA), the world's leading advisory firm on capital projects. Our courses equip industry leaders and capital project practitioners with Best Practices for projects, portfolio, and project system management/delivery. All course instruction, presentations, and supplementary course materials are rooted in IPA's unparalleled capital project knowledge.