



# Mastering Shutdown & Turnaround Project Management: From Initiation to Execution

30 Mar - 10 Apr 2025  
Accra



**AGILE LEADERS**  
Training Center



# Mastering Shutdown & Turnaround Project Management: From Initiation to Execution

**Ref.:** 103600266\_266661 **Date:** 30 Mar - 10 Apr 2025 **Location:** Accra **Fees:** 5800 **Euro**

## Course Overview:

This course offers essential training for professionals managing shutdown and turnaround projects. It covers key areas such as project initiation, execution, scheduling, cost control, and risk management, specifically for these projects. Participants will master industry best practices, closing techniques, and reporting strategies to enhance project performance. With a focus on the oil, gas, and petrochemical industries, the course includes case studies, discussions, and practical exercises. By the end, attendees will be prepared to manage all phases of shutdown and turnaround projects effectively.

## Target Audience:

- Shutdown & Turnaround Managers
- Project Managers & Engineers
- Maintenance & Reliability Engineers
- Planning & Scheduling Professionals
- Operations & Maintenance Supervisors
- HSE Managers & Safety Officers

## Targeted Organizational Departments:

- Maintenance & Operations
- Project Management
- Engineering & Construction
- Health, Safety & Environment HSE
- Supply Chain & Procurement
- Finance & Cost Control

## Targeted Industries:

- Oil & Gas
- Petrochemical & Refinery
- Power & Energy
- Manufacturing & Heavy Industries
- Chemical Processing Plants

## Course Offerings:

By the end of this course, participants will be able to:

- Develop effective shutdown and turnaround project plans
- Implement risk-based turnaround planning
- Optimize shutdown project scheduling
- Apply cost estimation and control strategies
- Manage contractors and turnaround workforce efficiently
- Ensure safety compliance and risk mitigation
- Utilize KPI tracking for turnaround success
- Execute post-shutdown audits and reporting

## Training Methodology:

- **Case Studies:** Real-world turnaround project management scenarios
- **Group Work & Discussions:** Collaborative problem-solving
- **Practical Exercises:** Hands-on scheduling, cost control, and risk assessment workshops
- **Interactive Presentations:** Engaging lectures with industry insights
- **Expert-Led Sessions:** Industry professionals sharing their experiences
- **Q&A and Feedback Sessions:** Addressing participants' queries in-depth

## Course Toolbox:

- Comprehensive course ebook
- Industry best practices checklists & templates
- Turnaround project benchmarking guides
- Risk assessment and mitigation frameworks
- Sample audit and compliance documentation

## Course Agenda:

### Day 1: Introduction & Planning

- **Topic 1:** Introduction to Outage Methodology
- **Topic 2:** Initiating the Turnaround Front End Loading
- **Topic 3:** Workscope Development
- **Topic 4:** Project Planning Basics
- **Topic 5:** Understanding Project Objectives & Constraints
- **Topic 6:** Project Stakeholder Management
- **Reflection & Review:** Key takeaways from project initiation, scope, and stakeholders.

### Day 2: Project Execution Framework



- **Topic 1:** Detailed Project Planning Techniques
- **Topic 2:** Resource Allocation & Scheduling
- **Topic 3:** Shutdown Project Risk Management
- **Topic 4:** Cost Estimation & Budgeting for Turnarounds
- **Topic 5:** Performance Metrics & Benchmarking
- **Topic 6:** Managing Scope Creep in Turnarounds
- **Reflection & Review:** Evaluating planning, scheduling, and risk management.

### **Day 3: Turnaround Preparation & Workforce Management**

- **Topic 1:** Contractor Issues & Vendor Management
- **Topic 2:** Safety Management in Shutdowns
- **Topic 3:** Workforce Coordination & Training
- **Topic 4:** Communication & Reporting Strategies
- **Topic 5:** Risk Mitigation & Contingency Planning
- **Topic 6:** Turnaround Organization & Leadership
- **Reflection & Review:** Best practices in contractor, safety, and workforce coordination.

### **Day 4: Shutdown Execution & Operations**

- **Topic 1:** Executing the Outage
- **Topic 2:** Ensuring Quality Management in Turnarounds
- **Topic 3:** Material & Resource Management
- **Topic 4:** Turnaround Logistics & Coordination
- **Topic 5:** Real-Time Project Monitoring & Adjustments
- **Topic 6:** Emergency Response Planning
- **Reflection & Review:** Lessons from real-time monitoring and emergency planning.

### **Day 5: Project Closing & Post-Shutdown Analysis**

- **Topic 1:** Start-Up Planning & Readiness
- **Topic 2:** Lessons Learned & Best Practices
- **Topic 3:** Post-Project Evaluation & Reporting
- **Topic 4:** Compliance & Regulatory Requirements
- **Topic 5:** Continuous Improvement in Shutdowns
- **Topic 6:** Future Planning & Strategy Development
- **Reflection & Review:** Insights on post-project evaluation and improvements.

### **Day 6: Risk & Safety Considerations**

- **Topic 1:** Advanced Risk Assessment Techniques
- **Topic 2:** Safety Audits & Compliance Monitoring
- **Topic 3:** Emergency Preparedness for Shutdowns
- **Topic 4:** Managing High-Risk Tasks in Turnarounds



- **Topic 5:** Psychological & Behavioral Safety
- **Topic 6:** Turnaround Contingency Planning
- **Reflection & Review:** Reviewing safety compliance and risk mitigation.

## Day 7: Industry-Specific Shutdown Execution

- **Topic 1:** Oil & Gas Industry Turnaround Strategies
- **Topic 2:** Petrochemical Shutdown Case Studies
- **Topic 3:** Power & Energy Plant Turnarounds
- **Topic 4:** Heavy Industry & Manufacturing Turnaround Planning
- **Topic 5:** Environmental Considerations in Shutdowns
- **Topic 6:** Digital Methods & Technologies in Shutdown Management
- **Reflection & Review:** Comparing shutdown strategies across industries.

## Day 8: Turnaround Economics & Financial Controls

- **Topic 1:** Budgeting & Cost Control for Shutdowns
- **Topic 2:** Contract Negotiation & Vendor Agreements
- **Topic 3:** Cost-Benefit Analysis of Turnaround Strategies
- **Topic 4:** Financial Risks & Mitigation Strategies
- **Topic 5:** Economic Justifications for Shutdowns
- **Topic 6:** Turnaround Investment Decision-Making
- **Reflection & Review:** Cost control, budgeting, and financial strategies.

## Day 9: Performance Metrics & Optimization

- **Topic 1:** KPI Tracking for Shutdown Success
- **Topic 2:** Benchmarking Against Industry Standards
- **Topic 3:** Root Cause Analysis for Turnaround Failures
- **Topic 4:** Process Optimization for Future Turnarounds
- **Topic 5:** Case Studies in Turnaround Performance Enhancement
- **Topic 6:** Leveraging Data Analytics in Shutdowns
- **Reflection & Review:** Assessing KPIs, benchmarking, and process improvements.

## Day 10: Strategic Shutdown Planning & Final Assessment

- **Topic 1:** Developing a Turnaround Roadmap
- **Topic 2:** Integrating Continuous Improvement Initiatives
- **Topic 3:** Digital Transformation in Shutdowns
- **Topic 4:** Sustainability & Environmental Impact of Turnarounds
- **Topic 5:** Leadership & Change Management in Shutdowns
- **Topic 6:** Final Project Evaluation & Certification Assessment
- **Reflection & Review:** Key learnings, future planning, and personal takeaways.



## **FAQ:**

- **What specific qualifications or prerequisites are needed for participants before enrolling in the course?**

This course is designed for professionals with experience in project management, maintenance, operations, or shutdown coordination. A basic understanding of project lifecycle principles is beneficial but not required.

- **How long is each day's session, and is there a total number of hours required for the entire course?**

Each day's session lasts approximately 4-5 hours, including breaks and interactive activities. The total course duration is 10 days, approximately 40-50 hours.

- **How does this course ensure the practical application of the concepts learned?**

The course integrates real-world case studies, role-playing exercises, and interactive problem-solving workshops to help participants apply their learning directly to industry scenarios.

## **How This Course is Different from Other Shutdown & Turnaround Courses:**

This course offers a hands-on approach to managing shutdown and turnaround projects, covering the entire project lifecycle. Participants will learn from real-world case studies in the oil and gas, petrochemical, and energy sectors. The program includes interactive methods for improving reporting and compliance, allowing participants to gain practical insights from experienced industry experts.

# WHO WE ARE

Agile Leaders is a renowned training center with a team of experienced experts in vocational training and development. With 20 years of industry experience, we are committed to helping executives and managers replace traditional practices with more effective and agile approaches.

## OUR VISION

We aspire to be the top choice training provider for organizations seeking to embrace agile business practices. As we progress towards our vision, our focus becomes increasingly customer-centric and agile.

## OUR MISSION

We are dedicated to developing value-adding, customer-centric agile training courses that deliver a clear return on investment. Guided by our core agile values, we ensure our training is actionable and impactful.

## WHAT DO WE OFFER

At Agile Leaders, we offer agile, bite-sized training courses that provide a real-life return on investment. Our courses focus on enhancing knowledge, improving skills, and changing attitudes. We achieve this through engaging and interactive training techniques, including Q&As, live discussions, games, and puzzles.



**AGILE LEADERS**  
Training Center

## CONTACT US

 UAE, Dubai Investment Park First

 +971585964727  
+447700176600

 [sales@agile4training.com](mailto:sales@agile4training.com)



## Gamified and Interactive Training

We understand that training delivery can be challenging, both online and offline. To ensure engagement and achieve learning objectives, we have developed our own activities and collaborated with industry-leading solutions to gamify our training sessions. This approach increases interaction levels and guarantees effective learning outcomes.



## Our Training Categories

We cover a wide range of training categories to cater to different needs and interests

- Branding, Marketing, Customer Relations, & Sales Programs
- Political & Public Relations Programs
- Finance and Accounting Programs
- Project Management Programs
- Human Resources Management Programs
- Quality & Process Management
- Management & Leadership Programs
- Self-Development Programs

Join Agile Leaders today and embark on a transformative journey towards becoming a more agile and effective leader. Experience our customer-centric approach, actionable training, and guaranteed return on investment. Let us help you unleash your full potential in the dynamic business landscape.



## Where to Find Us

You can join our training programs at our centers located in



We also offer online training sessions through the Zoom platform.

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UAE, Dubai Investment Park First



+971585964727  
+447700176600



sales@agile4training.com