

Preface

 The Ingenion GmbH is a young, service oriented company focusing on project management services. Founded in 2003 we look back on continuous growth.

We are proud to convince existing customers anew by our engagement, our professionalism and our services. We surprise new customers positively by continuing to prove ourselves and to recommend ourselves for new tasks.

**Our competence is our team!**

We manage projects responsibly, control and support projects together with your project manager as his right hand. In addition we also offer single work packages such as scheduling, documentation or interfacing.

Professional competence, experience, creative out-of-the-box-thinking and the ability to moderate difficult situations are the basis of our success.

**We live and breathe projects!**

Internal, sector-independent and interdisciplinary communication continuously generates new approaches to solving problems and ensures permanent adjustments along the benchmarks.

Preface

Our particular strengths are our dedicated staff, our success orientation and our willingness to tackle new challenges.

Please take a few moments to let the following service portfolio impress you.

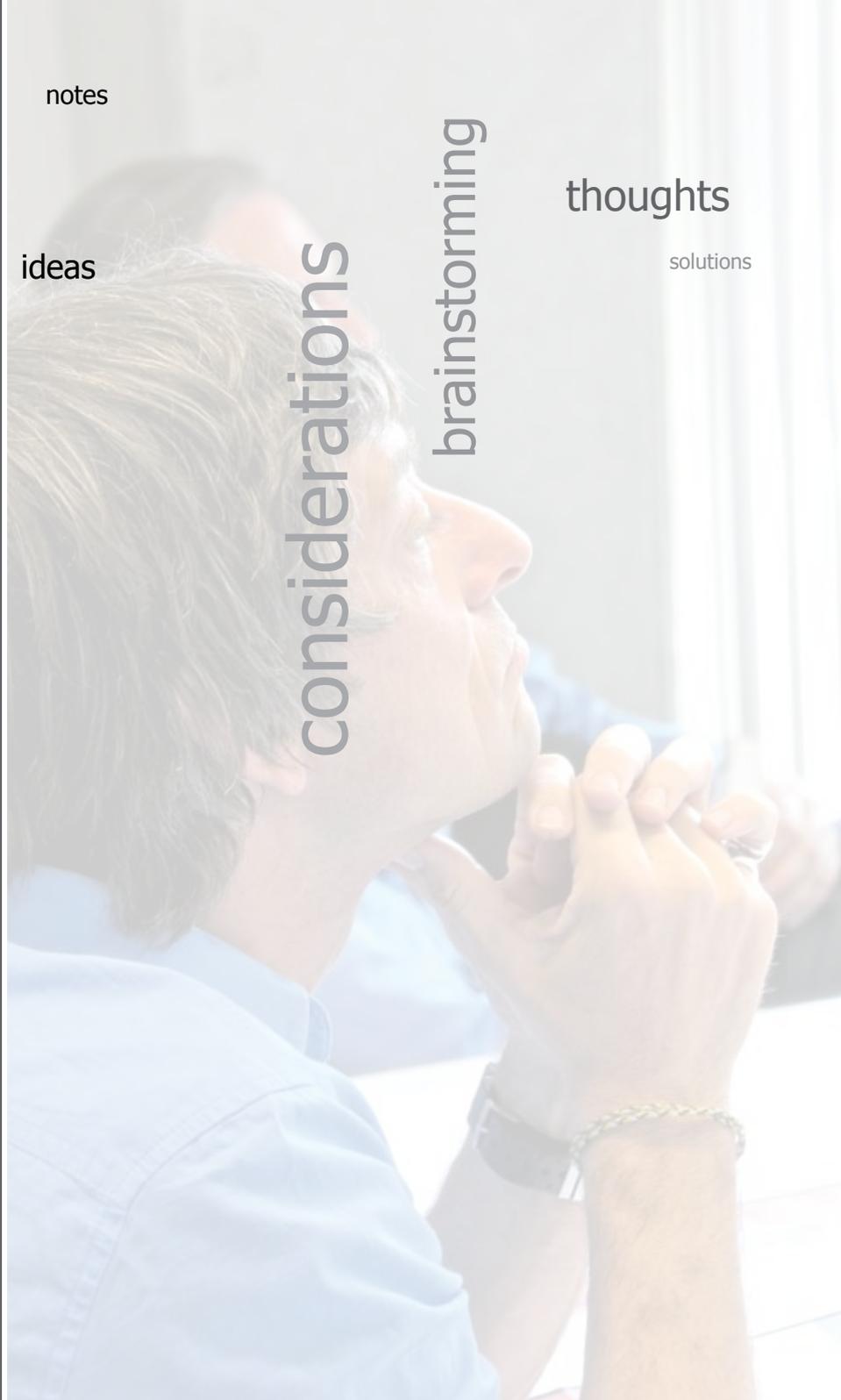
Please be assured, we talk about the same necessities.

Yours faithfully,



Andreas Gagneur  
General Manager





notes

ideas

considerations

brainstorming

thoughts

solutions

# project objectives

project management

risk assessment

project order

project milestones

contract design

SCC\*\*

PM-Due Diligence

project reporting

PM-Peer Reviews

progress detection

project control

claim management

troubleshooting

quality control

mediation

minutes

authorities

PM processes

resources

# project office

# Ingenion GmbH

## Project Management

As project manager we represent the general project content, the project progress and the project organization; internally as well as externally. This position is responsible for organizing, planning, managing and leading the project in your name and to your order.

### In Detail

- Define project goals and organization
- Make decisions and claim decisions from others
- Conduct negotiations and close contracts
- Plan and execute project management
- Report status to stake holders and sponsors

We appoint solely experienced senior project managers for tasks like the above, supported by junior managers and analysts and a well equipped back office.

## Project Coordination/ Project Office

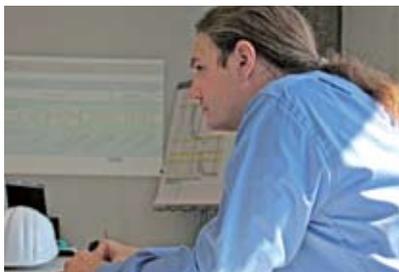
Project offices and project coordinators are the right hand to the project manager. They are generalists per definition and are at home in all project related areas and fields of knowledge.

### In Detail

- Scheduling, analysing and reporting
- Compiling the project manual including all sub projects
- Design and administer the project structure plan (PSP)
- Adjust work packages
- Plan, capture and track costs
- Compile and prepare stake holder communication
- Interfacing in general
- Preparing entire project reporting
- Counselling of project manager with regards to project offices' applied methods
- Primary contact to all project interfaces

More: [www.ingenion-partner.de/pmsing\\_de.shtml](http://www.ingenion-partner.de/pmsing_de.shtml)

For these tasks we assign analysts, junior or senior project managers, according to scope and size of a project, as well as complexity and customer's enquiries. A well equipped back office is always there to support!



## Scheduling/ Progress Tracking/ Controlling

Scheduling is, besides cost and risk assessment, the central controlling element to efficient project planning, with low-risk with regards to the customer's investment and thus leading it to success. Experience and know-how from theory and practise is the crucial momentum.

### In Detail

- Preparing general schedule (Level I – V)
- Contract scheduling – basis for claim management
- Progress tracking
- Consolidation of various component schedules and supplier's schedules
- Quality reviews of existing schedules
- Personnel and resources planning as per bottle-neck-analysis and scenario management
- Risk assessment of timed project goals

For scheduling we assign project managers with special experiences and know-how in scheduling and progress tracking as well as the latest software.

## Interfacing

Only a good, efficient, open and honest cooperation brings a project to success. Strong personalities with significant project loyalty and good understanding of organisation and functions are the key strengths of Ingenion GmbH.

### In Detail

- Plan, schedule, moderate, prepare and follow up of project meetings
- Take minutes and track the recorded agreements
- Detailed documentation and duly reporting
- Mediate, moderate and balance between the departments, customers, suppliers, authorities, specialists, service departments and all involved in a project
- Organizing of project processes: project manuals, organization charts, PSP elements, PSP overviews
- Supporting the manager along his decision making process
- Know-how transfer through Lessons Learned (see page 19)

In the world of interfacing it is the personality that counts!

Together with our customer we select the most suitable personality in a team to trigger the right signals for the project. The software required depends on the range of the order and scope of work.

Our PMSIng® offers you all necessary tools to supplement your existing systems.



## Contract and Claim Management

We pursue the goal of integrated and overall consistent contract arrangements, -controlling and -assertion throughout all stages of the project.

This prevents disputes and unjustified claims.

### In Detail

- Support technical contract arrangement
- Analyses and tracking of changes, change orders
- Analyses and tracking of contract addendums and appendixes (claims), variations of orders
- Prepare and follow up as well as moderate contract- and claim negotiations at your side.
- Contract scheduling, especially in project processes with malfunctions
- Prepare negotiation positions

We are aware of the sensitivity of this area and therefore only assign very experienced project managers with relevant skills.

## Documentation and Reporting

To handle a project efficiently the filing and handling of documents, including glossary and formatting, as well as data flow, are crucial. Information management in the project routine ensures efficiency and transparency.

### In Detail

- Documentation of project processes
- Prepare and administer project manuals
- Project mapping with flow charts
- Building an audit-proof document structure
- Glossary and document filing systems audit-proof and efficiently set up
- Prepare and coordinate duly reporting, report plans and guidelines
- Prepare, structure and edit project reports

Our junior project managers are specially trained in documentation and duly reporting. It is an essential area of duties that is much underrated.



## Risk Management

We have expanded the “magical triangle” of project management into a triangular pyramid. The impact of risks has an effect on schedules, costs and quality of a project and is thus a central and powerful part in project controlling.

### In Detail

- Develop a risk policy per ISO 31000
- Set up risk management system
- Risk identification
- Risk assessment
- Develop and evaluate mitigation plans
- Risk management in daily project routine
- HazOp/HazId-Workshops

For us risk management is one of the most important tools in project management, crucial for the project success. Our senior project managers have the relevant experience and know-how and are familiar with the standards and guidelines.



 We practise "operational consulting".

To us this means not only analyses of existing material and the resulting recommendation but we take responsibility for the recommended actions and carry out the implementation of new processes and structures we suggest.

Therefore, our approach is neither pure "top down" nor "bottom up", but uses both. Our approach integrates, with support of the management, structure, organisation and processes that are in line with the daily routines and all essential elements of the customer.

A well-proven approach!

 **Process Analysis & -design/ Expertise/ Consulting/ Implementation of Recommendations**

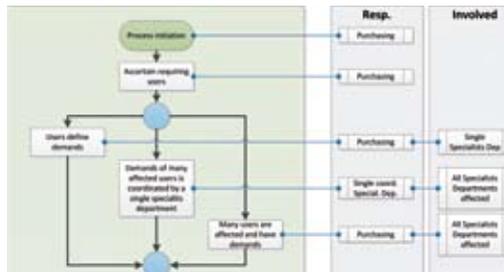
With us, your project management processes and organisational units are measured by theory and practise. Your projects must be brought to a success!

This is the minimum requirement which we are oriented at.

**In Detail**

- Set up project management systems
- Analyse existing project management processes and requirements
- Implement standardized project management processes
- Optimize the transparency in projects
- Quality Management for projects
- Survey reports and PM Peer reviews for strategic major projects
- Due Diligence

Tasks like these are only worked at in a team. For the customer "old stagers" have to establish a good system together with "youngsters".



<p>Kickoff-Meeting</p>			<p>Risk Identification/ Risk Assessment</p>	<p>Lessons Learned</p>
<p>Project Management Quality Review</p>	<p>Stake holder analysis</p>			<p>Project Definition/ Goal Definition (Troubleshooting)</p>

## Workshop Portfolio

 Not only theory but especially practice shows that projects have to pass certain standards, gateways or milestones, regardless of complexity and range.

You as project manager or person in charge have to enforce and account for decisions to ensure that each member of your team knows his/her tasks and orders. You have to ensure that experiences made for the company and their future projects are processed as well as sufficiently supplied.

We have developed a standardized workshop-portfolio which enables the manager to focus on major tasks and his skilled work. It also ensures that the goal-oriented implementation of meetings and workshops is standardized, structured and to a satisfactory result managed by us. We ensure out-of-the-box-thinking through our external view on things. We focus on the execution of the workshop rather than the internal matters of a project and therefore avoid preferences of certain opinions, departments or personalities.

## Workshop Portfolio

Our standardized workshops have proven well in practice many times.

- We guarantee results.
- We execute workshops in line with standards and our evidently successful design.
- Our staff is trained to handle difficult meeting situations and they moderate competently and to the point.
- The results are processed as your demand and wishes.

“Workshops” already have it in their name: results are worked upon in a team – we assure this goal.

More under: [www.ingenion-partner.de/pmWorkshop\\_de.shtml](http://www.ingenion-partner.de/pmWorkshop_de.shtml)



## Workshop Portfolio


**Kickoff-Meeting**

A Kickoff-Meeting accounts for the success of a project!

Ingenion GmbH ensures that all essential topics of organization, communication and integration are taken into account and are worked upon in a team by designing, structuring and moderating the workshop fully-fledged. A Jack-rabbit start into the project...


**Stake Holder Analysis**

Who and what is influenced by my project?  
 Who could help me and who might cause difficulties?  
 How much communication is needed and what type of communication?

These are questions which are inevitable and must be thought about in detail and at an early stage of the project.

We prepare a communication strategy for stake holders - internally and externally - and ensure that all stake holders are considered.

## Workshop Portfolio


**Risk Identification/ Risk Assessment**

The Ingenion GmbH philosophy sees efficient risk management as an essential factor for the success of a project.

At first we evaluate the risk environment by a structured compiling and review of all risks. By the design of our workshops we ensure that all risks are considered, mitigated and tracked.

Very often risks also present chances.


**Lessons Learned**

"This must not happen again!"  
 "Next time, we should do it again exactly like this!"

How exactly is know-how acquired? What is experience and how is it structured?  
 What does "best practice" mean?

The Ingenion GmbH has established their own well-proven concept for standardized collecting and processing of experiences made; as a task or as a workshop.

"Know-how from today from us for tomorrow for others."

**Impress**

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 **Project Definition/ Goal Definition (Troubleshooting)**

Your project is not going well?  
 Does everyone know what exactly your project is about?  
 Does everyone know the target and does everyone have the same target?

Together we elaborate the mutual understanding of your project. In the workshop we restructure your project in a way that can be amended anytime and that all involved move into the same direction. A restructured project execution plan, a reorganized organisation chart or communication plan or even a rescheduled time schedule could be the concrete result of such a workshop.

“Open words are often better than lots of actions.”

 **Project Management Quality Review**

Do your project managers act within your management policies and guidelines?  
 Are your projects managed within management guidelines?  
 We review your project objectively to take these questions into account and thus secure the success of your project.  
 Our experience from practice is just as important as our theoretical background.

“Your policies applied wisely!”



Our portfolio of project management services and workshops is completed by special fields of activity which often present interfaces to projects. In most cases a high dedication and assignment of resources to execute these tasks is asked for.

- Applications and authority management
- Controlling of HSE related work packages
- Assigning a health and safety specialist (FASi)
- Project Due Diligence – risk mitigation for your investment
- Commissioning of an entire project team
- Maintenance and service planning and documentation
- In collaboration with Entec GmbH &Co KG we develop complete logistics and concepts for you

member of





“Confidence in Competence”

## **Ingenion GmbH**

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