BLUETELLURA

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TRANSITION TO PROJECT MANAGEMENT PROGRAM

HANDBOOK

WELCOME TO THE PROGRAM

Welcome Message

Andrew Wealth

Program Trainer

Dear Participants,
It is with great excitement that I welcome you to the Bluetellura Transition to Project Management Program. You are about to embark on a transformative journey that will equip you with the mindset, skills, and tools to step confidently into the world of professional project management.

This program is not just a training course—it is an investment in your career growth and future potential. Over the next several weeks, you will gain:

- Practical knowledge grounded in globally recognized standards, including PMI's PMBOK® Guide and Agile practices.
- Real-world experience through case studies, exercises, and scenarios drawn from industries around the globe.
- Professional confidence to plan, execute, and lead projects that deliver value and impact.

You have been carefully selected for this journey because you have shown ambition, commitment, and the readiness to grow. Here's what you can expect from me as your trainer:

- I will challenge your thinking and push you to apply concepts in practical ways.
- I will share my personal experiences from leading complex, high-value projects worldwide.
- I will create a safe and supportive environment where questions are encouraged, and mistakes are seen as opportunities to learn.

Here's what I expect from you:

- Come prepared for every session.
- Participate actively in discussions and group activities.
- Apply what you learn immediately—practice turns theory into skill.

By the end of this program, you will not just understand project management—you will be able to live it, lead it, and leverage it to create real change in your workplace.
Remember, great project managers are not born—they are developed through learning, practice, and reflection. This program is your launchpad.

Company Over View

Company Culture

For over a decade, the CEO of Bluetellura has built a reputation as a trusted global provider of project management training—empowering over 1,000 professionals with the skills they need to succeed in complex, real-world environments

Our History

We’ve guided professionals across industries to achieve recognized certifications such as PMP®, CAPM®, PMI-RMP®, and PMI-ACP®. What truly sets us apart is our blend of deep industry knowledge, innovative teaching, and personalized mentorship

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Our Mission

- Equip professionals with world-class training and mentorship
- Support businesses with smart, scalable consulting and outsourcing solutions
- Deliver every service with excellence, integrity, and client-first focus

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The Goals

Our goal is to deliver world-class project management training that equips professionals with the knowledge, skills, and confidence to lead successful projects, support career transitions, and provide organizations with tailored solutions that drive performance and lasting value.

Our Value

01 Build The Team

At Bluetellura, we believe in building strong, collaborative teams that thrive on trust, diversity, and shared purpose. We bring together professionals from various industries, fostering an environment where learning is mutual, and every member contributes to collective success.

02 Think The Creative

We approach project management with innovation at the core. From designing engaging training programs to tailoring solutions for unique client needs, our culture encourages fresh thinking, creative problem-solving, and adaptable strategies that deliver real-world results.

03 Become a Proud Company

Our pride comes from empowering individuals and organizations to achieve their goals. We uphold the highest standards of professionalism, integrity, and excellence—ensuring that every participant and corporate partner can take pride in their association with Bluetellura.

What To Expect

What We Expect From You

We expect you to come prepared for each session—ready to learn, engage, and contribute. Active participation is key: ask questions, share experiences, and collaborate with your peers. Approach every activity with an open mind, a willingness to be challenged, and a commitment to applying what you learn both during and after the program.

What You can Expect From Us

We are committed to delivering more than just training—we aim to create a transformative learning journey. You can expect:

- Expert Guidance: Our trainers bring decades of hands-on, global project management experience, blending PMI standards, Agile practices, and industry insights.
- Practical Application: Every lesson is grounded in real-world scenarios, case studies, and exercises so you can connect theory to practice immediately.

- Personalized Support: We'll provide mentorship, career coaching, and individual feedback to help you transition smoothly into project management roles.
- Cutting-edge Resources: Access to templates, tools, and proven frameworks you can use in your current or future projects.
- A Supportive Learning Environment: A collaborative space where respect, encouragement, and shared success are at the heart of every interaction.

PROGRAM MODULES

01 Project Initiation & Strategy Alignment

Understand what a project is, why it matters, and how it is selected, defined, governed and approved.

Includes:

- Ch. 1 — The Nature of Projects
- Ch. 2 — Lifecycle of a Project
- Ch. 3 — Multiple Small Projects
- Ch. 4 — Capital Value Process
- Ch. 5 — Project Relationships
- Ch. 7 — Scheme Development, Selection and Sanction
- Ch. 9 — Project Strategy
- Ch. 12 — Project Infrastructure (early setup)

From idea to an approved and well-defined project

02 Scope, Work Breakdown, Activities & Cost Planning

Define what the project will deliver, break the work into manageable components, estimate the resources required and establish an integrated project baseline.

Includes:

- Ch. 8 — Estimating the Project Cost
- Ch. 11 — Contract Strategy (early integration)
- Ch. 12 — Project Infrastructure (planning foundations)
- Ch. 13 — Engineering Activities (planning phase)

- Ch. 15 — Planning and Progress (planning)
- Ch. 16 — Cost Management and Performance Trending (planning baseline)
- Scope Definition
- Work Breakdown Structure (WBS)
- Work Packages
- Activity Definition, Sequencing & Estimation
- Cost Estimating & Budgeting
- Integrated Baseline: Scope + Time + Cost

A solid plan is the foundation for successful project delivery

03 Project Scheduling, Optimization & Planning Systems

Develop, analyse and maintain realistic, integrated project schedules that support project execution and management decision-making.

Includes:

- Ch. 15 — Planning and Progress (scheduling focus)
- Ch. 12 — Project Infrastructure (schedule hierarchy)
- Ch. 16 — Cost Management and Performance Trending (schedule & cost integration)
- Critical Path Method (CPM)
- Critical Path Identification & Analysis
- Total Float, Free Float & Slack
- Activity Logic & Dependencies
- Milestones & Schedule Networks
- Schedule Hierarchy & Levels
- Baseline Schedule Development
- Resource-Constrained Scheduling & Leveling
- Crashing, Fast Tracking & Schedule Optimization
- Agile Scheduling: Backlogs, Velocity & Burndown
- Schedule Quality & Realism Checks
- Schedule Updating & Forecasting
- Microsoft Project
- Primavera P6

Turn project scope into a realistic, integrated and optimized schedule

04 Risk, Procurement, Reserves & Change Control

Identify and manage uncertainty, develop appropriate procurement strategies, understand contractual risk and maintain control when project conditions change.

Includes:

- Ch. 10 — Project Risks
- Ch. 11 — Contract Strategy
- Ch. 14 — Technical Integrity (risk and assurance aspects)
- Ch. 18 — Procurement Management and Control
- Risk Identification
- Qualitative Risk Analysis
- Quantitative Risk Analysis
- Risk Register Development
- Risk Response Strategies
- Contingency Reserves
- Management Reserves
- Procurement Planning
- Contract Types & Risk Allocation
- Supplier & Contractor Management
- Change Requests & Impact Assessment
- Change Control
- Change Control Board (CCB)
- Claims Awareness

Anticipate. Prepare. Respond. Stay in control.

05 Teams, Leadership, Stakeholders & Communication

Build effective project teams, develop leadership capability and engage stakeholders through structured and purposeful communication.

Includes:

- Ch. 5 — Project Relationships (extended coverage)
- Ch. 6 — People Skills and Competencies
- Team Building & Development

- Tuckman Team Development Model
- Project Roles & Responsibilities
- Leadership Approaches
- Motivation
- Conflict Management
- Negotiation
- Stakeholder Identification & Analysis
- Stakeholder Engagement
- Communications Planning
- Responsibility Assignment / RACI
- Meetings, Reporting & Escalation
- Virtual Teams
- Communication Technologies
- Cultural Awareness & Collaboration

People turn project plans into reality

06 Project Execution, Quality, Agile Delivery & Value

Coordinate project work, manage deliverables and interfaces, maintain quality and safety, and ensure execution remains focused on stakeholder and business value.

Includes:

- Ch. 13 — Engineering Activities (execution)
- Ch. 14 — Technical Integrity
- Ch. 17 — Reporting, Accounting and Administration
- Ch. 19 — Safety and Environment
- Ch. 20 — Security, Insurance
- Ch. 21 — Quality Assurance
- Direct & Manage Project Work
- Deliverables & Outputs
- Work Package Coordination
- Quality Planning, Assurance & Control
- Issue & Action Management
- Supplier & Interface Management
- Agile Execution
- Sprint Planning
- Sprint Reviews
- Retrospectives
- Stakeholder Engagement During Execution
- Value Delivery

Execute safely, efficiently and with quality

07 Monitoring, Control, EVM, Forecasting & Forensic Analysis

Track project performance, analyse deviations, forecast outcomes and use project-controls information to support timely management decisions.

Includes:

- Ch. 15 — Planning and Progress (monitoring)
- Ch. 16 — Cost Management and Performance Trending
- Ch. 17 — Reporting, Accounting and Administration
- Scope, Schedule & Cost Performance Tracking
- Progress Measurement
- Baseline vs. Current Schedule
- Earned Value Management (EVM)
- Planned Value (PV)
- Earned Value (EV)
- Actual Cost (AC)
- Cost Performance Index (CPI)
- Schedule Performance Index (SPI)
- Cost Variance (CV)
- Schedule Variance (SV)
- Estimate at Completion (EAC)
- Estimate to Complete (ETC)
- Variance at Completion (VAC)
- Variance Analysis
- Forecasting & Trend Analysis
- Schedule Health Checks
- Critical & Near-Critical Path Analysis
- Schedule Recovery Planning
- Forensic Schedule Analysis
- Delay Analysis & Claims Awareness
- Management Reporting & Corrective Actions

Know where the project stands, where it is heading and what action to take

08 Project Closure, Knowledge Transfer & Benefits Realization

Complete the project in a controlled manner, transfer the final product to operations, close contractual and financial obligations, preserve organisational knowledge and support realization of the intended benefits.

Includes:

- Ch. 23 — Commissioning and Operations
- Ch. 24 — Project Information Management
- Ch. 25 — Learning Transfer and Close Out
- Ch. 20 — Security, Insurance (closeout aspects)
- Ch. 21 — Quality Assurance (closeout aspects)
- Final Acceptance & Handover
- Outstanding Items / Punch List
- Administrative Closure
- Financial Closure
- Contract Closeout & Final Accounts
- Project Documentation & Archiving
- Knowledge Transfer
- Lessons Learned
- Team Release
- Benefits Realization
- Business Value
- Post-Project Review

Close well. Capture learning. Realize value.

Building the Technical Skills for Project Success

At Bluetellura, we believe that effective project professionals are not only strong in leadership and communication but are also equipped with the technical skills required to excel in their roles. This program has been designed to give you hands-on mastery of the tools, techniques, and processes that make you competent in roles such as:

1. Project Coordinator

You will learn how to:

- Maintain and update project documentation, schedules, and reports.
- Track deliverables, resources, and milestones using professional project management software.
- Coordinate communication between stakeholders to ensure alignment.
- Apply effective meeting management techniques and follow-up processes.

2. Project Manager

You will develop skills to:

- Create detailed project plans, budgets, and schedules aligned with strategic objectives.
- Identify, assess, and mitigate project risks.
- Lead cross-functional teams through all phases of the project lifecycle.
- Implement effective change control and stakeholder management strategies.

3. Project Cost Estimator

You will gain the ability to:

- Develop accurate cost estimates using industry-standard techniques (analogous, parametric, bottom-up).
- Build and manage a cost baseline and apply earned value management (EVM) to track performance.
- Prepare bid proposals with comprehensive breakdowns of labor, materials, equipment, and risk contingency.
- Use spreadsheet and cost management tools to produce professional reports.

4. Project Planner

You will be trained to:

- Develop work breakdown structures (WBS) for clear scope definition.
- Build project schedules using tools like Microsoft Project, ensuring realistic timelines.
- Sequence activities, assign resources, and manage dependencies.
- Apply critical path method (CPM) and schedule compression techniques to keep projects on track.

By the end of the program, you will not only understand these roles—you will have practiced the core tasks each requires, making you confident, competent, and ready to step into the position that aligns with your career goals.

Why These Roles Are Gaining Traction—and Why Project Management Is a Great Profession

Surging Demand for Project Professionals

- The global workforce needs 87.7 million new project management professionals by 2027 to meet growing demands across industries .
- Similarly, up to 29.8 million additional project professionals are required worldwide by 2035
- In fast-growing regions—such as South Asia, Sub-Saharan Africa, and China—demand for project-oriented roles is especially strong

Strong Growth in Project Management Roles

- Employment for Project Management Specialists in the U.S. is projected to grow 7% from 2023 to 2033, outpacing the average for all occupations.
- That translates into around 77,000 new job openings per year, including replacements due to retirement or career change
- Meanwhile, roles related to estimating—like Project Cost Estimators—are forecasted to see a -4% decline in the U.S.—yet still yield approximately 18,000 openings annually

Global Economic Impact & Talent Shortage

- The talent shortage in project management poses significant risks—potentially costing hundreds of billions in GDP if left unaddressed.
- For example, in 11 key countries, insufficient project management talent risks nearly US$208 billion in GDP loss over a decade

What This Means for You (Roles We Focus On)

- Project Coordinators & Planners are central to delivering structured, well-sequenced, and stakeholder-aligned projects—highly in demand as organizations scale.
- Project Managers sit at the core of execution, strategy, and leadership—stepping into roles that drive transformation and resilience worldwide.
- Project Cost Estimators, while seeing modest growth, remain vital for precision, profitability, and financial foresight—an essential function in construction, engineering, and beyond.

Summary: Why This Profession Matters—and Why Now Is the Time

You are entering a field with:

- Unprecedented global demand and job security.
- Competitive salaries and premium for certification.
- Wide-ranging roles across diverse sectors—each with unique contributions and growth potential.
- A profession that not only supports organizational success, but is itself evolving—for example through software, agile methods, and hybrid work models.

With this solid foundation—and through hands-on learning, mentorship, and certification support—Bluetellura's program is your gateway to a relevant, resilient, and rewarding career in project management.

Let me know if you'd like this section tailored by role or geographic focus!

Access to Missed Sessions

We understand that unforeseen circumstances may occasionally prevent you from attending a scheduled session.

To ensure you don’t miss out on valuable learning:

- Class Recordings: If you are absent from any part of the program due to unavoidable contingencies, you will receive access to the recording of the missed class. This will allow you to review the session at your own pace and stay aligned with the rest of the group.
- Responsibility to Catch Up: If you miss a session, it is your responsibility to watch the recording in full and ensure you understand what was taught.
- Contact Before the Next Class: Some sessions may be a continuation of the previous class. Therefore, if you have questions or need clarification, you should contact the trainer before the next class so you are fully prepared to follow the ongoing learning.
- Trainer Support: After you have reviewed the recording, if there are concepts or sections you find unclear, the trainer will arrange a dedicated time to walk you through those areas and answer your questions.

Our goal is to ensure that no participant is left behind, but your active commitment to catching up on missed content is essential for your success in the program.

Confidentiality of Training Materials

All training materials provided during the Transition to Project Management Program—including presentations, worksheets, templates, recordings, and any other resources—are the intellectual property of Bluetellura AS.

- No Sharing or Copying: Participants are strictly prohibited from sharing, distributing, reproducing, or copying any of these materials in any form with non-participants, whether for free or for payment.

- Legal Consequences: Any unauthorized use or distribution of Bluetellura AS materials will be treated as a serious legal matter. If a participant is found to have violated this policy, the matter will be pursued legally, and the participant may be required to pay monetary damages to Bluetellura AS for the infringement.

- Personal Use Only: All materials are provided solely for your personal learning during and after the program, and may not be used for commercial purposes without written permission from Bluetellura AS.

This policy is in place to protect the quality, value, and integrity of our training, ensuring that all participants benefit equally from the program.

Assessment & Feedback

To ensure that your learning progress is measurable and that you gain the most value from this program, we have built a clear assessment and feedback process:

1. Tracking Your Progress

Throughout the program, you will participate in:

- Quizzes: Short knowledge checks at the end of certain modules to reinforce key concepts and gauge understanding.
- Assignments: Practical, scenario-based tasks where you apply the tools, techniques, and frameworks learned in class.
- Group Exercises: Collaborative activities to simulate real-world project challenges and encourage peer-to-peer learning.
- Capstone/Final Project: A culminating exercise that integrates multiple aspects of project management, allowing you to demonstrate your readiness for professional practice.

2. Receiving Feedback

- Feedback will be provided verbally during live sessions and in written form for assignments.
- Trainer feedback will highlight strengths, pinpoint areas for improvement, and suggest specific actions for growth.
- For complex tasks, you may receive one-on-one feedback sessions to clarify concepts and strengthen your skills.

3. Your Opportunity to Give Feedback

We value your input as much as we value your progress. You will have multiple opportunities to share your thoughts on:

- Program Content: Relevance, clarity, and applicability of the materials.
- Training Delivery: Effectiveness of the teaching approach and engagement level.
- Overall Experience: Logistics, schedule, and support provided.

Feedback will be collected through:

- Mid-Program Check-Ins: To identify and address issues early.
- End-of-Program Survey: To help improve future training cohorts.
- Open Communication: You can share suggestions or concerns with the trainer at any time via email or messaging.

Our aim is to create a two-way feedback culture—one that ensures your continuous improvement while helping us enhance the quality and impact of our program.

Tools & Resources

To help you get the most out of the Transition to Project Management Program, we have curated a set of tools, software, and learning resources that you will use throughout the course and in your professional practice.

1. Required Software

We will give you the softwares below for hands-on exercises and project simulations:

- Microsoft Project – For scheduling, resource allocation, and project tracking.

- Primavera P6 – For scheduling, resource allocation, and project tracking.

You should get the below ready for the training because these will not be given by Bluetellura:

- Microsoft Excel – For data analysis, cost estimation, earned value management, and reporting.
- Microsoft word document
- PDF Reader

Access to Templates and Practice Files

As part of this program, you will receive 66+ templates which include but not limmited to:

- Project Charter Templates
- Work Breakdown Structure (WBS) Templates
- Project Schedule Templates (MS Project format)
- Cost Estimation & Budgeting Spreadsheets
- Risk Register Templates
- Stakeholder Analysis Templates
- Change Request Forms

These resources are designed for practical application during exercises and can also be used in your future professional work. All files will be provided through our secure learning portal or via email and are for your personal use only in accordance with our intellectual property policy.

Certification & Completion Requirements

At the end of the Bluetellura Transition to Project Management Program, participants who meet the completion criteria will be awarded a Certificate of Completion. This certificate serves as formal recognition of your dedication, participation, and newly acquired project management skills.

Criteria for Receiving the Certificate

To qualify for the certificate, participants must:

1. Attendance: Maintain at least 80% attendance across all scheduled sessions.
2. Active Participation: Engage in discussions, group activities, and exercises during the program.
3. Catch-Up Responsibility: For any missed session(s), review the class recording and clarify outstanding questions with the trainer before the next class.
4. Completion of Assignments: Submit all required assignments or exercises within the given deadlines.
5. Professional Conduct: Demonstrate professionalism, respect, and adherence to Bluetellura's Code of Conduct throughout the program.

Communication Channels

Effective communication is essential to ensure a smooth learning experience for everyone in the Transition to Project Management Program. The following channels will be used to share updates, answer questions, and maintain ongoing contact between participants and the trainer:

1. Announcements & Updates

- Email: Official program announcements, schedule changes, and important reminders will be sent via the email address you provided during registration.

- WhatsApp Group: A dedicated WhatsApp group will be created for quick updates, reminders, and informal communication within the cohort. This will also serve as a peer-to-peer support space.

2. Contacting the Trainer

- For quick questions or clarifications, you may send a direct WhatsApp message to the trainer.

- For detailed questions or requests (e.g., review of an assignment, clarification on a complex topic), send an email to info@bluetellura.no with a clear subject line.

- You may also request a brief one-on-one session for in-depth guidance, subject to trainer availability for those that misses a session

3. Response Time

- The trainer aims to respond to messages within 24 hours on weekdays.

- Messages received during weekends or public holidays will be addressed on the next working day.
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- For urgent matters affecting your participation in a class, please use the WhatsApp group or direct message to notify the trainer immediately.

By following these guidelines, we can ensure clear, timely, and effective communication throughout the program.

Attendance & Participation Policy

Your active presence and engagement are essential to acheive the goal of this Transition to Project Management Program. This is a highly interactive program where concepts build on each other, so consistent participation is key.

Expected Attendance Rate

- Participants are expected to attend at least 90% of all scheduled sessions to gain maximum value from the program and qualify for a certificate of completion.
- Arriving on time for each class is strongly encouraged. Persistent lateness may affect your learning and disrupt the flow for others.

Notifying the Trainer in Case of Absence

- If you are unable to attend a class, please notify the trainer at least 24 hours in advance where possible.
- For unexpected emergencies, notify the trainer as soon as you are able, using the official communication channels (e.g., WhatsApp group, email, or phone).

Missed Sessions & Catch-Up Responsibilities

We understand that unforeseen circumstances may occasionally prevent you from attending a session. To ensure you stay on track:

1. Class Recordings: If you miss a class, you will receive access to the recording of the missed session so you can review the content at your own pace.
2. Mandatory Review: It is your responsibility to watch the recording in full and ensure you understand the material covered.
3. Continuation of Lessons: Some sessions are a direct continuation of the previous class. Therefore, it is critical that you catch up before the next session to avoid falling behind.
4. Seeking Clarification: If you have questions or need further explanation after reviewing the recording, you must contact the trainer before the next class. The trainer will arrange a dedicated time to go over unclear concepts and answer your questions.

This policy ensures that every participant can keep pace with the program, contribute meaningfully to discussions, and benefit from the interactive nature of the sessions.

Program Schedule & Format

The Bluetellura Transition to Project Management Program is structured to provide a balanced mix of interactive learning, practical exercises, and collaborative discussions. This ensures that participants not only absorb the concepts but also apply them effectively in real-world scenarios.

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1. Training Dates & Times

- Training sessions will take place on the scheduled dates provided in your program calendar if all things work as planned.
- Each session will run for 3 hours, with structured learning blocks and interactive activities.

2. Training Format

- Sessions will be delivered online via Zoom
- All participants should arrive at least 5 minutes early to allow settling and making sure they are set for the ssession.

3. Module Flow

- Introduction & Recap – Brief review of previous session and today's objectives.
- Core Content Delivery – Trainer-led instruction using slides, case studies, and real-world examples.
- Interactive Activities – Group discussions, breakout exercises, and Q&A sessions.
- Practical Application – Hands-on exercises and project-based scenarios.
- Summary & Next Steps – Key takeaways, assignments, and preparation for the next class.

4. Breaks

To maintain focus and energy throughout the training:

- There will be a 15-minute break after every 1 hour and 30 minutes of instruction.
- Break times will be strictly observed so we can cover all planned content.

5. Special Events

- Guest Speakers: Industry experts may be invited to share insights and best practices.
- Assessments: Some modules will include quizzes or practical assignments to reinforce learning.
- Capstone Project: Towards the end of the program, participants may engage in a real-world project simulation to consolidate their learning.

By following this schedule and format, we ensure an engaging and productive learning experience for every participant.