

# Front-End Loading (FEL) Workshop

## Defining a Project

*The Front-End Loading (FEL) Workshop provides an opportunity to develop a specific plan for the critical definition stage of projects. FEL is the process by which a company identifies and defines the scope of a capital project to meet the given business need. Research has shown that project definition, or 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 workshop materials are based on the cumulative findings of more than 20 years of research. IPA maintains proprietary databases of projects executed by more than 300 companies. IPA uses these databases to conduct quantitative research that is focused on the drivers of project success. This seminar integrates key aspects of this body of knowledge into a single workshop.

### Key Benefits

- ▶ **ACQUIRE** the essential knowledge and skills for organizing, planning, and executing the FEL for projects of all sizes and types
- ▶ **DISCUSS** pertinent issues and risks with your project's different functional groups
- ▶ **RECEIVE** an "FEL Roadmap" for guiding the project team through essential FEL activities and an "FEL Checklist" that identifies the key FEL deliverables

### Workshop Format

This 2-day workshop is based on IPA research and facilitated by experienced IPA staff. Facilitators are experienced in project analysis and have worked extensively with project professionals to improve their projects.

### Holding a Workshop

For pricing and information on how to hold an *FEL Workshop* for your organization, contact the IPA Institute at 703-729-8300 or via email at [IPAINstitute@ipaglobal.com](mailto:IPAINstitute@ipaglobal.com).

### Workshop Location

The *FEL Workshop* can be conducted either at an organization's facility or at a nearby conference center. The IPA Institute strongly recommends an off-site location to allow participants to focus on the workshop activities.

### Target Audience

Representatives from all functions involved in the project, along with key sponsor organization management personnel. Contractors should be limited to key players.

*The IPA Institute is recognized as a registered education provider with the Project Management Institute (PMI).*

*Certificates with the number of course hours will*

*be distributed to attendees to attain PDUs and continuing education credits.*



# Workshop Content

Each *FEL Workshop* is customized to meet the specific needs of a given project and project team. However, each workshop will cover the following:

## Introduction

- Introduction to FEL and the stage-gated process
- How the FEL Index is a reliable predictor of project performance

## Site Factors

- Addresses aspects of project definition related to the characteristics of the project location

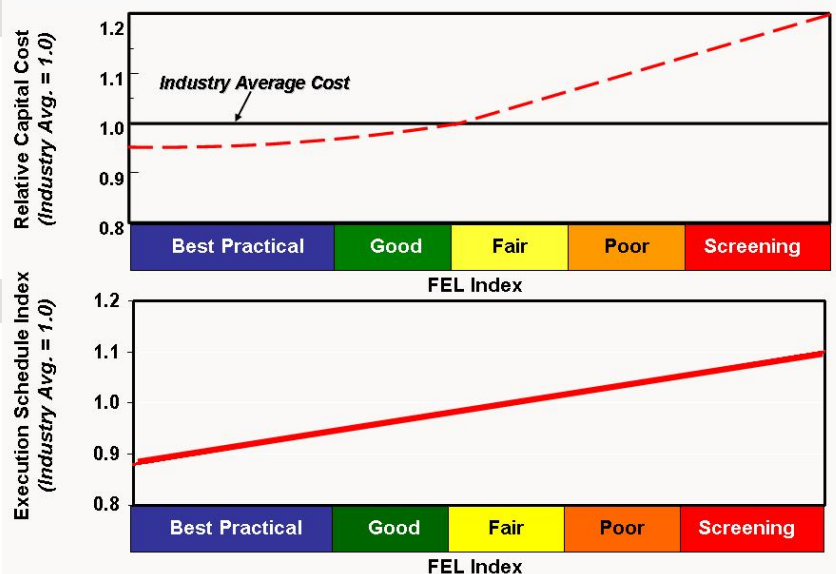
## Design Status

- Addresses aspects related to the status of the process design (or conceptual design) and detailed design
- Considers the status of specific engineering design deliverables and the participation by key stakeholders

## Project Execution Plan

- The Project Execution Plan (PEP) answers basic questions about the project
- Who will participate? When will they participate? What roles will they take? How will the project be contracted, sequenced, managed, and controlled? When will phase transitions and specific activities take place?

## FEL Drives Project Performance



## Team Effectiveness

- How team effectiveness is based on composition and how to best reach positive outcomes

## Optional Modules

- Additional topics that can be included:
  - commercializing new technology
  - establishing contracting strategy
  - accelerating cycle time
  - others, depending on project team needs