Building Blocks
LEARNING NETWORK

Projects Execution and Control

Overview

The focus will be on how to track and report on the implementation of an approved project management plan. Participants will learn how project metrics can predict when a project will be completed and at what cost. Participants will also be exposed to managing project changes, issues, risks and quality. Learning will be encouraged through group discussions and a project reporting case workshop. All materials taught are compliant with the guidelines established in *A Guide to the Project Management Body of Knowledge, PMBOK®*, 5th Edition, from the Project Management Institute.

Audience

The course is intended for current and potential project managers, and other project staff who are responsible for managing scope, time, cost and facilitating processes during project execution.

Duration 1 Day

Price $545.00

PDUs 7 Professional Development Units through the Project Management Institute's Registered Education Program.

Teaching Approach A combination of lecture, discussions, and practical case workshops.

Prerequisite Project Planning for Success or equivalent

Course objectives

By the completion of the seminar, participants will:

- Understand how to optimize the project plan and establish the project baseline

- Learn how to manage scope changes, issues and assumptions, earned value and project performance trends

- Learn how to manage risk, communications, quality and team performance

- Learn how to track and manage time and cost variances during project execution

- Be able to write a project status report

- Learn how to close the project – including team, administrative and client processes

Course Topics

Introduction

- Review Key Planning Concepts
- Project Planning and Control Model

Implementing the Plan for Execution

- Organizing the Project Plan
- Optimization Dashboard
- Establishing the Project Baseline
- Reviewing the Project Plan
- Optimistic Version
- Realistic Version
- Metrics for Project Control
- Transition from Planning to Execution
- Project Kick-off and Team Mobilization
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- Project Kick-off and Team Mobilization
  - *Discussion Workshop: Transition*

Administrating the Project

- Project Workbook
- Project Repository
- Issues Management

Project Execution and Control

- Project Scope Control
- Change Management Objectives
- Change Process Model
- Updating Process: Work Package and Project Levels
  - Time and Cost Control
  - Time Keeping
- Earned Value Analysis
- Trend Analysis
- Performance Reporting
- Execution and Control of Facilitating Processes
  - *Workshop: Project Reporting*

Project Closure

- Administrative Closeout
- Project Assessment/Evaluation
- Project Closeout Report
- Project Closeout Process

Conclusion & Wrap Up