

## Project Monitoring, Reporting and Controlling (master class)

This 1-day event will provide a proven set of methods, processes, tools and techniques that will ensure that a project's progress is continuously monitored and reported throughout its life. It will also identify the necessary controls required to ensure that the team establishes and maintains control of the project, taking appropriate actions as the situation demands. This will include the roles and responsibilities of the project sponsor, project manager and the team. The course will be practical in nature and be delivered by a project management specialist who understands the difficulties of controlling projects in a 'real' world environment.

### Course duration

1-day.

### Who should attend?

Project managers, Project planners, programme and project office staff, workpackage managers and anyone who has to monitor, report and control projects or workpackages.

### Course content

Tailored to suit requirements but typically includes:

- Creation and establishment of robust plans
- Modelling uncertainty in the plans
- Progress monitoring methods
- The use of milestones
- Interpreting progress
- Updating the plans and forecasting the future
- Measuring progress using Earned Value analysis
- Creating clear and concise progress reports
- End of phase or stage gated reporting and reviews
- Developing recovery plans for budget and schedule overruns
- Project governance and controls
- Roles and responsibilities of the team
- Human factors

### Course objectives

Delegates will be able to:

- Create a plan as a basis for monitoring
- Establish robust milestones
- Set-up a project organisation based on control which supports governance
- Define roles and responsibilities of the team
- Establish project controls
- Understand reporting and actions required at the end of a phase or stage, typically as part of a gated review process
- Understand how to interpret progress data
- Forecast the schedule and cost outcome of the project or workpackage
- Understand the principles of Earned Value analysis as a method for forecasting
- Create suitable progress reports
- Understand the human factors which influence the monitoring and controlling of a project
- Devise various strategies to respond to negative human behaviour

### Pre-requisites

Some hands-on project or programme experience either as a work package lead, project manager, project office member, project coordinator or project planner is required.

### Course style

These courses are highly participative using exercises, case studies and practical work.

### Availability

This course is available as an in-house programme only and can be tailored to match the needs of your organisation. To discuss dates and venues please contact Provek.



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