



Project Execution and Control

Who should attend this seminar

This seminar is designed for current and potential project managers responsible for managing scope, time, cost and facilitating processes during project execution. Individuals accountable for specific project deliverables, and those who work in a Project Management Office will also benefit from this seminar.

What you will learn

- The project planning and control model including outcomes during project control
- How to optimize the project plan and establish the project baseline
- How to manage scope changes, issues and assumptions, earned value and project performance trends
- How to manage risk, communications, quality and team performance
- How to track and manage time and cost variances during project execution
- How to close the project – including team, administrative and client processes

Seminar format

- One day with software demonstrations, discussion and lecture

Seminar take-aways

- CD with templates
- On-line and telephone support for past seminar participants
- Certificate of completion with 7 Professional Development Units

Seminar Outline

Introduction

Review of key planning concepts – Project planning and control model – Influence of organizational structure on projects

Implementing the Plan for Execution

Optimizing the project plan – Optimization dashboard – Establishing the project baseline – *demonstration* – Metrics for project control – *demonstration* – Transition from planning to execution: *project kick-off and team mobilization* – Administering the project: *Project workbook, project repository, issues management, project update process*

Project Execution and Control

Project scope control: *change management objectives, change process model* – Time and cost control: *Time keeping, earned value analysis, updating process and work package and project levels, demonstration, trend analysis* – Performance reporting – Execution and control of facilitating processes

Project Closure

Administrative closeout – Project assessment/evaluation – Project close-out report – Project close-out process

Conclusion