

Monitoring & Controlling Projects

Course Description

This workshop will provide the participant with the necessary concepts to measure and monitor project progress effectively. Participants will use a variety of tools and techniques, including *earned value*, to bring in a project scope as defined, on time, and on budget. Special attention is focused on the vital role of planning and communications skills and techniques for effectively sharing information. The workshop is interactive and participants will apply techniques presented through a comprehensive case study, scenario analysis, discussion, and other experiential exercises and techniques.

Who Should Attend?

This workshop is intended for practicing project managers, functional managers, project participants, project sponsors, and others who would like to broaden their understanding of project management tools and concepts. Participants should have completed a full course in project management fundamentals, such as *Effective Project Management*, or have a strong background in all project management processes.

Course Materials

The workshop includes a detailed Participant Guide that has references to *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)*, the international ANSI standard of the Project Management Institute (PMI®). The Participant Guide illustrates tools and techniques with a **comprehensive project example** and describes a **simplified project planning process**. Participants are advised to bring their own copy of the *PMBOK® Guide* to the session for additional reference.

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Workshop Objectives

In this course participants will learn to:

- ◆ Identify key monitoring and controlling activities that take place in the *PMBOK® Guide* knowledge areas.
- ◆ Describe project planning activities necessary for monitoring and control.
- ◆ Develop effective communication techniques.
- ◆ Identify stakeholders' communication requirements.
- ◆ Design an information distribution system.
- ◆ Calculate earned value measurements.
- ◆ Calculate estimate at completion using three different techniques.
- ◆ Create a change control process.
- ◆ Manage risk and change requests.
- ◆ Shorten a project schedule.

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	Project Management Processes
	Controlling Other Processes
	Moving from Initiation to Closing
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	Summarize the Project
	Define Scope and Quality
	Create a Work Breakdown Structure
	Develop the Network Diagram
	Assign Project Responsibilities
	Estimate Time and Cost
	Plan to Manage Risk
	Develop the Project Schedule
	Build a Project Budget
	Plan Communications
	Set the Project Baseline
Module Three	Monitoring and Measuring Performance
	Monitoring and Measuring Performance
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