



## Project Management Planning, Monitoring and Control

To meet project objectives, the project team must identify and implement all the necessary activities to achieve specified targets. The seminar provides a global view and specific management strategies, tools and techniques for planning, monitoring and controlling projects and programmes. It will help Project Coordinators and team members in detecting problems or possible overruns early on in the execution by using clear project status reports.

### PRACTICAL OBJECTIVES

- ✓ **Develop** a global perspective on project and programme management.
- ✓ **Master** planning and monitoring techniques and tools to control the execution of project components and activities.
- ✓ **Use** specialised project planning and tracking softwares.



#### TARGET AUDIENCE:

- Project Coordinators
- Managers
- Project Directors
- Project Stakeholders

**DURATION:** 2 weeks

### SEMINAR TOPICS

- **Project and Programme Context and Approach:** Project and programme life cycles. Stakeholder and risk management. Logical framework.
- **Operational Planning:** Constraints (time, cost, scope), project breakdown structure (WBS), activity scheduling, Gantt chart, project critical path. Types of resources (material, human and financial) and resource optimisation. Time and cost estimation techniques. Project budget and cash flow. Use of software to optimise planning.
- **Monitoring and Control of Activities:** Monitoring of achievements (content, schedule and budget), measurement and analysis of variances, application of the earned value method. Projections and identification of corrective and preventive measures. Change management. Progress reports and communication with authorities and technical and financial partners.
- **Computer-based Learning:** Project planning, monitoring and control software, hierarchical project structure creating a WBS. Computer applications on participants' projects.