

# PROJECT MANAGEMENT



 **BTS**  
Training & Consultancy

## Auditing and Monitoring of Projects

Website: [www.btsconsultant.com](http://www.btsconsultant.com)

Email: [info@btsconsultant.com](mailto:info@btsconsultant.com)

Telephone: 00971-2-6452630

# Auditing and Monitoring of Projects

## Introduction:

As business and organizational environments become increasingly complex, it is critical that work initiatives are controlled effectively. Management need to ensure that the correct work is being performed throughout the entire lifecycle of a project. How many times have we encountered situations where project timeline and budget overruns have occurred? Furthermore, what happen when the reasons that motivated the selection of a project have altered - are projects set up to recognize that they must alter their requirements and deliverables in order to meet changing stakeholder needs. Effective management of these situations is achieved through the application of control mechanisms that include ongoing monitoring of project performance and effective governance structures that support clear reporting to senior decision makers.

This interactive, applications-driven 5-day training course will prepare delegates to recognize the need for effective control mechanisms and also how to apply these mechanism using standard tools and techniques.

### **This training course will highlight:**

- Usage of charters to control project selection, approval and sponsor/pm alignment
- Development of key plans in order to establish the fundamental controlling structure of the triple constraints: Scope, Time and Budget
- Using baseline plans and the triple constraints to control project change
- Overview of the adaptive lifecycle used to control very volatile situations
- Effective project progress reporting using the Earned Value Management system

### **Training Methodology**

The facilitator will introduce each of the core topics using a lecture format. Presentations are supported by reinforcement exercises related to case studies in order to emphasize the application of theory in real-world project settings. Delegates explore the fundamentals of project

management so that they may appreciate how a project management framework supports effective control processes. The training course then explores specific practices used to control a project throughout its lifecycle.

### **Organizational Impact**

**The Applying Project Control training course helps organizations to benefit from:**

- Excelling in project management practice and increasing organizational maturity
- Equipping employees in refining abilities for project leadership and management
- Becoming more flexible and adaptive by using different project lifecycles
- Gaining confidence from customers by having project professionals capable of applying consistent generally accepted project management techniques
- Improved governance using clear reporting structures
- Reduction in project overruns through consistent control mechanisms

### **Personal Impact**

**Participants will benefit from:**

- Introduction to project management fundamentals, methodologies and benefits
- A clear grasp of why it is vital to engage with senior management
- Detailed understanding of the criticality of effective project initiation techniques
- Knowing how to build an integrated project plan
- Being able to immediately apply key project management tools and techniques
- Introduction to the PMI PMBOK® standard which will support any future endeavors in pursuing the widely recognized CAPM® and PMP® certifications

## Who Should Attend:

**This training course is suitable to a wide range of professionals but will greatly benefit:**

- Associate project managers
- Project managers
- IT project managers
- Project coordinators
- Project analysts
- Project leaders
- Senior project managers
- Team leaders
- Product managers
- Program managers
- Project sponsors
- Project team members

## Course Objectives:

This 5-day training course will enable delegates to appreciate the concept of project control through well-structured project management governance and to improve their ability to control their projects by learning how to apply effectively project management techniques.

**At the end of this training course, you will learn to:**

- Establish clear project governance structures that support the involvement of senior management and enable effective reporting and control of “the big picture”
- Engage effectively with stakeholders in order to manage expectations around project objectives
- Develop key baseline plans that can be used to control project progress
- Control project execution by using standard monitoring and change management practices
- Propose the emergent adaptive project lifecycle in volatile environments where effective control is difficult to achieve using the traditional predictive lifecycle approach

## Course Outline:

### **DAY 1**

#### **Project Fundamentals - Controlling Project Startup**

- Characteristics of Projects
- Fundamentals of Project Management
- Project Governance - controlling project selection
- Project Governance - controlling project commencement using the charter
- Controlling Understanding - effective kickoff with the project team

### **DAY 2**

#### **Controlling the Timeline**

- Controlling the Project Outputs - requirements collection practices
- Controlling the Project Deliverables - requirements specifications
- Controlling the Project Work - work breakdown structures
- Controlling the Timeline - apply dependencies
- Controlling the Timeline - critical path management

### **DAY 3**

#### **Controlling Budget Overruns**

- Developing the Project Budget
- Understanding Uncertainty - Risk Planning
- Managing Project Risks
- Budget Reserve Management

### **DAY 4**

#### **Monitoring and Reporting Project Progress**

- Controlling Project Communications
- Variance Analysis using Earned Value Management
- Forecasting Overruns
- Variance Management through Baselines and Change Management
- Effective Progress Reporting

## **DAY 5**

### **Appropriate Controlling Mechanisms**

- Controlling Project Close-out
- Concerns of Traditional Project Management
- Adaptive Project Lifecycle - SCRUM
- The SCRUM Roles and Responsibilities
- Core SCRUM Practices