



Monitoring and Controlling the Project - One-Day Seminar

Program Number: PMGNOC / PDUs: 6

1.0 Introduction

- Seminar member introduction and overview of course material

2.0 Controlling Scope

- Learn how to control Scope Creep
- Control your scope by creating a change control system

Group exercise on controlling scope

3.0 Controlling Resources

- Manage behavioral issues for individuals outside and inside the project team
- Study ways to motivate the team
- Pinpoint methods to reward team members

Group exercise on controlling resources

4.0 Controlling Time

- Master how to monitor and control time variances
- Learn how to monitor and control schedule by comparing baseline schedule to actual

Group exercise on monitoring and controlling schedule

5.0 Controlling Cost

- Study the basics of cost control
- Discover how to monitor cost by comparing budget vs. actual
- Introduce earned value methodology

Group exercise on controlling cost

6.0 Controlling Risk

- Examine how to monitor and control risk
- Learn how to use the risk plan to handle risk as it happens

Course Objectives:

To cover the project manager's role during the execute phase.

Learn How to:

- Define the term baseline and explain its role in the project management process
- Define the elements of the execute phase
- Perform progress reporting
- Use earned value analysis
- Describe formats of weekly reports
- Explain the use of GANTT charts in tracking progress
- Explain and resolve resource over allocations
- Document the project
- Use monitoring tools
- Use the Triple Constraints
- Use methods of Crashing and Fast Tracking of the schedule
- Motivate and influence teams

7.0 Controlling Quality

- Determine how to monitor and control quality on a project
- Study how to evaluate the project as it progresses to make sure it meets customer requirements

8.0 Controlling the Contract

- Resolve how to use the contract to control the project
- Ensure customer requirements are being met
- Learn how to track deliverables

9.0 Controlling Communication

- Learn the basic reporting tools a project manager requires to control the communication process