

PROJECT PLANNING, REPORTING, MONITORING AND CONTROL (REF:OTSPRBFSP001)

Course Objectives

The aim of the course is to provide the candidates with detailed knowledge of the requirements of a project planner / manager and tools which can be used to produce detailed planning, methods and techniques for monitoring and control of Budgets. and effective reporting. It will also cover practical skills in management of Projects.

This course will cover a broad range of fundamental managerial skills and techniques. Providing delegates with range skills, enabling them to efficiently control the aspects of management, project progression and reporting.

Procedures re planning, organisation and manage of tasks and resources will be demonstrated with time allocated during the workshop sessions to practice methods and techniques.

Course Description

The course has been designed in a series of modules each module introducing the delegate to a more detail and greater understanding and practical implementation of the subjects. Methods and techniques will be demonstrated with practical examples re Planning, Monitoring and control, budgeting . forecasting and effective reporting.

Each module will outline in specific and practical terms how to approach, consider and deal with each subject. Specific methods, techniques and tools will be demonstrated and where possible individual or class exercises used to practice.

Use of IT planning systems (MSProject) and standard applications such as Excel will also be covered in the course, demonstrating monitoring and controlling of long term and day to day work-flow, efficiently dealing with, planning, scheduling, resourcing and reporting on all aspects project performance and budgeting.

A variety of training methods are used on the course, including discussion, Exercise workshops and demonstrations.

Who Should Attend

Managers / Planners or Supervisors, who are currently responsible for projects, teams / departments and want to further their understanding, or experienced supervisors who are being developed for more responsibility.

Pre-Requisites

Should have basic IT skills.

Course Outcome

At the end of this course delegates a good understanding of, methods and techniques used and be able to put the skills developed to immediate use in a work environment.

Project Planning, Reporting, Monitoring and Control Course Outline

Day 1

- Introduction to Management Leadership/ management.
- Project management essential requirements
- Planning essentials
- Resource management
- Control
- Monitoring
- Communication
- Reporting essentials
- Dealing with change

Day 2

- Planning techniques and methods
- Planning thought process
- Mapping techniques
- Gantt and Critical path analysis
- Network diagrams
- Resourcing
- Control
- Monitoring
- Resources overview
- Resolving resource issues
- Shared Resources
- Tracking Progress & Updating the Project
- Reporting requirements



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Day 3

Project budget control

Accountancy terms for the non accountant
Costs
Sub-contract elements
Outlining budgets
Budgeting essentials
Tools and techniques
Integration of information systems
Cash flow
Contingency

Forecasting

Forward loads
Progress and completion
Costs

Reporting

Methods and techniques
Accessing Information
Report Objectives
Layouts
Reports Setup, Reports
Reports custom.

Day 4

Systems approach

Evaluation of requirements
Systems planning
Using standard applications
Overview of available systems

Key IT skills development for efficient management

Tools and methods
Practical systems developments.
Integrating with other applications

Using Project control applications (MS Project or Primavera)

Overview
Initial set ups
Task planning
Gantt chart production
Production of Network diagrams

Entering Tasks & defining tasks within the system

Establishing Predecessors, parallel actions, dates and durations
Prioritisation of tasks & relationships
Editing and Deleting Task information & Relationships
Linking Tasks & recurring tasks, scheduling.
Sorting, inserting and deleting tasks
Critical path analysis
Resources overview
Resourcing tasks
Resource utilisation
Milestones
Control
Monitoring
Managing and tracking progress
Accessing standard reports.
Producing customised reports



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Day 5

Class exercise (Planning and reporting)

Putting it all together

Problem solving
Goal setting
Forecasting
Priority setting
Monitoring and control
Resolving resource issues
Shared Resources
The reporting structure
Integrating systems

Questions

Course summary and close

