

Project and Programme Implementation: Planning, Scheduling and Control

Some project success factors are critical: an appropriate design, a detailed planning, an adapted monitoring and control system and an effective project team and stakeholder management.

This seminar provides a global view and specific procedures for the planning, monitoring and control processes. It highlights the important steps to be accomplished beforehand as well as the peripheral aspects of the project execution. Among others, it will assist project coordinators and team members in detecting problems or overruns early on in the execution by using clear project status reports.

The training is oriented towards the development and the implementation of practical tools for operational planning, activity programming, budgeting, as well as efficient monitoring and control of project activities using project management softwares like Ms Project with appropriate modules for online communication.

Duration

4 weeks

Montreal

» July 13 to August 7, 2009



Practical objectives

- » **Develop** a logical approach and process for mastering project or programme implementation.
- » **Increase** the participants' understanding and make appropriate use of the best known tools and techniques for planning, scheduling, and controlling a project.
- » **Use** specialized softwares (Ms Project) for project monitoring and control.
- » **Improve** the communication between the project unit and the stakeholders using status reports.
- » **Enhance** the leadership style of participants in order to foster project team development.

Seminar topics

- » **Project and programme context and process:** Project and programme cycle, project phases, stakeholders, (government, donors, contractors, consultants, beneficiaries, etc.). Logical framework, objectives, goals, outcomes, outputs, inputs, indicators, performance. Project risk management and critical assumptions. Project Identification Document.
- » **Planning, scheduling and control:** Constraints (cost, time, objectives), resources, processes. Work Breakdown Structure (WBS). Activities, tasks, work packages, activity sequencing (dependencies and lags) and duration, project schedule and development. CPM-PERT and GANTT chart. Applications with MS Project.
- » **Budgeting, baseline and cost control:** Activity-based budgeting, resources allocation, cost estimates, contingencies. The baseline and the project plan.
- » **Project monitoring and cost control:** Earned value, corrective actions. The project status report.
- » **Participants' project implementation Framework:** Workshops on participants' projects. Budgeting, scheduling and cost control with MS project and Excel. Earned Value simulation. Communication plan.
- » **Leadership and project team management:** Conducting meetings, leadership, time management, decision-making. Project teams: development, cohesion, team building, collaboration, conflict management.

