



## Project Management: Monitoring and Controlling Projects

**Description:** It is often stated, 'If I can't measure it, I can't manage it!' This saying is particularly true when it comes to project management. In order for a project to succeed the project manager must maintain an understanding of existing and potential issues that can place the project at risk. This course emphasizes a hands on approach to using Earned Value Management metrics to ensure projects stay on course, and to identify areas where changes must be made to bring a project back on course when measurements indicate the project goals are at risk. The student will receive instruction on developing and implementing a program for project monitoring and control as well as tips, tricks, and templates to facilitate implementing a program in the workplace.

Upon successful completion of this course, students will be able to:

- Develop and implement a project monitoring and controlling program using Earned Value Management techniques
- Develop and implement a Change Control process to address issues noted in EVM metrics

### Session 1: Project Management Monitoring and Controlling Basics

- What is a Project?
- A Projects Life Cycle
- The Role of a Project Manager in monitoring and controlling projects
- Monitoring projects
- The Triple Constraint – Scope, Time, and Cost
- Work Package Dictionary
- Activity Definition
- Time Estimates
- Resources Requirements
- Cost Estimates
- Contingency Planning
- Budget Development
- Comparing Actual Costs to Budget Costs

### Session 2: Controlling Projects

- Earned Value Management Basics
- Cost Measures
- Schedule Measures
- Estimate to Completion
- Estimate at Completion
- Variance Analysis

### Session 3: Change Control Process

- Setting up a Change Control Board
- Change Control Board Procedures
- Change Control Caveats

### Session 4: Project Monitoring and

- Controlling Communications
- Deriving Information from Data
- Report Distribution
- Team Communications
- Formal Communications
- Informal Communication

