Documents Control & Reporting for Project Managers

PIK489-0126 LON-1

Place:	London (UK)	Venue:			
Start Date:	26-01-2026	End Date:	30-01-2026	PPP:	£4950

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If you can't train them, you can't blame them!

Short Description:

COURSE OVERVIEW Project Management has gone beyond being merely a personal skill set. It is now considered a vital organisational competency. So whether you are charged with increasing your organisation's total project management capability or you are playing a role in a project, you will find this course offering a complete guide for managing any type of project. This course is designed to help you master documents control & reporting in the field of PM and to provide you with a solid foundation for the art of project management and leadership.

Course Overview:

COURSE OBJECTIVES

At the end of this course the participants will be able to:

- Develop an understanding of project selection methods including documents control and documents reporting.
- Gain practical tips, advice and insight from an experienced project manager.
- Examine simple and advanced project planning techniques.
- Improve understanding of incorporating risk in project planning.
- Review best practices in project planning and control.

TARGET AUDIENCE

- Contracts Managers.
- Contract Administrators.
- Contract Professionals.
- Project Managers.
- Project Coordinators.
- Project Controllers.

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- Engineers or Contracts Operatives.

Methodology:

Participants will learn by active participation throughout the programme through the use of program materials, exercises, questionnaires, training videos and discussion of "real life" issues in their organisations. This approach yields a comprehensive project management experience that can immediately be applied to your job.

Program Outline:

COURSE OUTLINES

DAY 1: The World of Project Management

1. The concept of project management maturity.
2. Selecting projects to meet organisational goals.
3. Aggregating projects into programs and portfolios.
4. Establishing a project support office.
5. Considering and confronting uncertainty in project selection decisions.

DAY 2: Project Planning, Scheduling & Budgeting

1. Strategic, tactical and operational planning.
2. Network logic and dependency analysis.
3. Fundamentals of budgeting & cost control.
4. Methods of budgeting & Improving cost estimates.
5. Best practices of project planning, scheduling and budgeting.

DAY 3: Project Resourcing, Monitoring & Control

1. Resource allocation & Expediting a project.
2. Allocating scarce resources to projects & the Critical Chain approach.
3. Designing the monitoring cycle.
4. Performance indicators and feedback mechanisms.
5. Proactive management and plan updating.

DAY 4: The Project Manager's Roles & Responsibilities

1. Selection of the Project Manager.
2. Team management challenges & delegating with confidence.
3. Communication within the project team.

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4. Project team leadership & Multidisciplinary teams.
5. Best practices of people-based project management.

DAY 5: Project Evaluation, Reporting, Closure & Hand-over

1. Evaluation criteria, Project auditing and Project review meetings.
2. Analyzing project performance, Progress reports and records.
3. Determinants of project success.
4. Successful project hand-over.
5. Best practices of project evaluation, reporting and closure.

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