

## EFFECTIVE PROJECT CONTROLS - MONITORING & REPORTING

*"Mastering Tools, Techniques, and KPIs to Keep Projects on Track and Aligned with Objectives"*

### Schedule

Date	Venue	Fees (Face-to-Face)
20 - 21 May 2026	Doha, Qatar	USD 1995 per delegate

### Introduction

In project environments where time, cost, and scope pressures are constant, robust project control is essential. Monitoring and reporting processes enable managers to anticipate issues, manage change, and maintain stakeholder confidence. Without effective control systems, even well-planned projects risk failure.

This focused training equips participants with the practical skills and methodologies needed to monitor project performance, track key performance indicators (KPIs), and produce accurate, timely reports. From earned value management (EVM) to dashboard reporting and variance analysis, this course empowers professionals to take control of projects and ensure delivery to plan.

### Objectives

By the end of this course, participants will be able to:

- Apply project control frameworks for tracking progress and performance
- Use key project control tools including EVM, S-curves, and dashboards
- Identify variances early and apply corrective actions effectively
- Generate meaningful project reports for different stakeholders
- Improve visibility, accountability, and decision-making in project execution

## Why Attend

- Gain control over project timelines, costs, and deliverables
- Master reporting tools that improve communication and transparency
- Identify and resolve deviations before they escalate into problems
- Develop the confidence to report project status to senior management
- Align your project with strategic business goals using real data

## Target Audience

This program is designed for:

- Project managers and coordinators
- Project control engineers and schedulers
- PMO staff and planners
- Construction, engineering, and infrastructure professionals
- Anyone responsible for project tracking, risk control, or reporting

## Individual Benefits

Key competencies that will be developed include:

- Project performance tracking using standard control techniques
- Variance analysis and forecasting
- Designing and using project reports and dashboards
- Understanding of earned value metrics and cost/schedule integration
- Enhanced stakeholder communication and report tailoring

## Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Improved project visibility and stakeholder confidence
- Reduced project delays and budget overruns
- Stronger decision support through real-time monitoring tools
- Consistent reporting aligned with organizational standards
- Effective control of resources and proactive risk mitigation

## Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings - Project control concepts, KPIs, and reporting frameworks
- Case Studies - Real-world scenarios with performance tracking issues
- Workshops - Hands-on with earned value analysis, dashboards, and reports
- Peer Exchange - Sharing reporting practices and tools among industries
- Tools - Excel-based EVM templates, reporting dashboards, tracking sheets

## Course Outline

**Training Hours: 7:30 AM - 3:30 PM** Daily Format: 3-4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 - 02:00

### Day 1: Principles and Tools of Project Controls

- Module 1: The Role of Project Controls in Successful Delivery (07:30 - 09:30) • Key concepts, baseline management, and control processes
- Module 2: Project KPIs and Performance Metrics (09:45 - 11:15) • Time, cost, scope, and quality indicators
- Module 3: Earned Value Management (EVM) Essentials (11:30 - 01:00) • Planned vs. earned vs. actual, CPI, SPI, forecasting
- Module 4: Workshop - Build a Simple Project Control Dashboard (02:00 - 03:30) • Using Excel or templates to visualize project health

### Day 2: Monitoring and Reporting Techniques

- Module 1: Tracking Tools - Gantt Charts, S-Curves, and Logs (07:30 - 09:30) • Progress updates, cost curves, issue and risk logs
- Module 2: Variance Analysis and Forecasting (09:45 - 11:15) • Root causes, corrective actions, estimate at completion (EAC)
- Module 3: Stakeholder Reporting and Communication (11:30 - 01:00) • Customizing reports by audience: sponsor, client, team
- Module 4: Final Workshop - Present a Project Status Report (02:00 - 03:30) • Group simulation and presentation with feedback

## Certification

Participants will receive a Certificate of Completion in Effective Project Controls - Monitoring & Reporting, validating their ability to apply control techniques and reporting tools to ensure successful project outcomes.

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