

PROJECT MONITORING, REPORTING & CONTROL

"Delivering Projects with Precision Through Proactive Oversight and Performance Management"

Schedule

Date	Venue	Fees (Face-to-Face)
03 - 07 Aug 2026	Dubai, UAE	USD 3495 per delegate

► **Available delivery methods:** Face-to-Face & Online Training

Introduction

Effective project monitoring, reporting, and control are the backbone of successful project execution. Without them, even well-planned projects can veer off course. This comprehensive 5-day course provides project professionals with the tools and techniques needed to track progress, manage change, report accurately, and maintain control over scope, time, cost, and quality.

Through interactive sessions, case studies, and hands-on exercises, participants will gain the confidence to use key project control systems, dashboards, earned value techniques, and risk tracking tools—ensuring timely decision-making and stakeholder satisfaction.

Objectives

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

- Develop effective project monitoring and reporting frameworks
- Use performance indicators and dashboards to track scope, cost, and schedule
- Apply earned value management (EVM) for forecasting and control
- Prepare and present accurate progress reports to stakeholders
- Manage project changes, risks, and corrective actions proactively

Why Attend

- Learn how to detect and respond to project variances early
- Master reporting formats and tools tailored to different stakeholders
- Gain hands-on skills in using EVM, control charts, and change logs
- Ensure that project deliverables align with plans and expectations
- Improve team accountability and stakeholder trust through transparency

Target Audience

This program is designed for:

- Project managers and project control officers
- PMO team members and schedulers
- Team leads, engineers, and planners managing deliverables
- Anyone responsible for tracking and reporting on project progress
- Professionals preparing for PMI or PRINCE2 certifications

Individual Benefits

Key competencies that will be developed include:

- Real-time monitoring of project KPIs and milestones
- Preparation of executive dashboards and stakeholder reports
- Use of forecasting tools and variance analysis
- Improved change and risk management practices
- Ability to interpret and act on project performance data

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Improved accuracy in project reporting and control measures
- Stronger adherence to timelines, budgets, and quality standards
- More efficient project governance and stakeholder communication
- Reduced risk exposure through proactive tracking and forecasting
- Enhanced ability to recover from project variances or delays

Instructional Methodology

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

- Strategy Briefings - PMBOK® and global standards for monitoring and control
- Case Studies - Complex project recovery and variance tracking
- Workshops - EVM calculations, change log design, KPI setup
- Peer Exchange - Lessons learned and progress report reviews
- Tools - Dashboards, control charts, risk matrices, milestone trackers

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: Project Control Frameworks

- Module 1: Introduction to Monitoring & Control (07:30 - 09:30) • Control vs. execution, integration with PM lifecycle
- Module 2: Setting Up Project Performance Metrics (09:45 - 11:15) • KPIs, baselines, milestone schedules, tolerance thresholds
- Module 3: Developing a Monitoring & Reporting Plan (11:30 - 01:00) • Templates, reporting frequency, audience targeting
- Module 4: Workshop - Define Your Project's Control Plan (02:00 - 03:30) • Build a performance tracking framework for a sample project

Day 2: Scope, Time, and Cost Tracking

- Module 5: Managing Scope and Deliverables (07:30 - 09:30) • WBS, change control, scope creep management
- Module 6: Schedule Tracking Techniques (09:45 - 11:15) • Gantt charts, milestone tracking, schedule variance
- Module 7: Cost Control and Budget Monitoring (11:30 - 01:00) • Estimate to complete (ETC), cost variance (CV), forecasts
- Module 8: Workshop - Build a Variance Tracker (02:00 - 03:30) • Create a tool to track scope, time, and cost deviations

Day 3: Earned Value & Forecasting Tools

- Module 9: Earned Value Management Essentials (07:30 - 09:30) • EV, PV, AC, SPI, CPI - formulas and interpretation
- Module 10: Forecasting Project Completion (09:45 - 11:15) • Estimate at completion (EAC), trend analysis
- Module 11: Creating Project Dashboards (11:30 - 01:00) • Visualization tools and status reporting
- Module 12: Workshop - Calculate EVM & Build a Dashboard (02:00 - 03:30) • Hands-on EVM exercises and visual reporting

Day 4: Risk, Change & Corrective Actions

- Module 13: Risk Monitoring and Control (07:30 - 09:30) • Risk registers, indicators, mitigation plans
- Module 14: Managing Change Requests (09:45 - 11:15) • Change log, impact assessment, approval flow
- Module 15: Root Cause Analysis & Recovery (11:30 - 01:00) • Fishbone diagrams, 5 Whys, corrective action plans
- Module 16: Workshop - Change Scenario Simulation (02:00 - 03:30) • Process a live change control case

Day 5: Performance Reviews and Project Closeout

- Module 17: Conducting Performance Reviews (07:30 - 09:30) • Lessons learned, stakeholder review meetings
- Module 18: Final Reporting and Handover (09:45 - 11:15) • Final reports, documentation closure, audit trails
- Module 19: Maturity Models and PMO Integration (11:30 - 01:00) • Organizational PM capability, continuous improvement
- Module 20: Final Workshop - Monitoring Strategy Simulation (02:00 - 03:30) • Design and present an end-to-end control and reporting strategy

Certification

Participants will receive a Certificate of Completion in Project Monitoring, Reporting & Control, confirming their ability to track performance, manage change, and maintain control throughout the project lifecycle using globally recognized tools and techniques.

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