

# PROJECTS FROM INITIATING TO STATUS REPORTING “HANDS ON WORKSHOP”

*“Practical Tools and Techniques to Start, Plan, Execute, and Monitor Projects Successfully”*

## Schedule

Date	Venue	Fees (Face-to-Face)
22 - 26 Jun 2026	Dubai, UAE	USD 3495 per delegate

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

## Introduction

Effective project execution requires more than just theoretical knowledge—it demands real-time decision-making, structured planning, and disciplined monitoring. This hands-on course guides participants through every phase of project delivery, from initiating a project to creating actionable status reports.

Combining best practices from PMI’s PMBOK® Guide with interactive simulations and case-based workshops, the training equips professionals with the skills to initiate, plan, implement, and report on project progress using templates, tools, and collaborative techniques essential to delivering successful projects.

## Objectives

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

- Initiate projects by defining scope, objectives, and stakeholder expectations
- Develop detailed project charters, plans, and schedules
- Apply task tracking, resource allocation, and project baselining
- Monitor progress and produce meaningful status reports
- Use project management tools and templates in real-life scenarios

## Why Attend

- Gain end-to-end exposure to the full project lifecycle
- Build confidence using structured project planning tools
- Understand how to translate plans into actionable tracking systems
- Improve stakeholder communication with effective reporting techniques
- Practice each step of project execution in a hands-on learning environment

## Target Audience

This program is designed for:

- Project managers and team leaders
- Project coordinators and PMO staff
- Business analysts and implementation leads
- Technical managers and functional heads involved in projects
- Anyone seeking structured, practical project management skills

## Individual Benefits

Key competencies that will be developed include:

- Project initiation and stakeholder engagement
- Scope definition, WBS development, and task scheduling
- Progress tracking and schedule control
- Resource and cost planning techniques
- Crafting concise, insightful project status reports

## Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Stronger control over project initiation and execution phases
- Improved planning accuracy and accountability
- Effective project monitoring and status communication
- Better alignment with business goals and delivery timelines
- Enhanced consistency and reliability of project reporting

## Instructional Methodology

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

- Strategy Briefings - Project lifecycle concepts and planning approaches
- Case Studies - Real project challenges and application scenarios
- Workshops - Create project charters, Gantt charts, and status dashboards
- Peer Exchange - Feedback sessions and collaborative reviews
- Tools - Templates, status report formats, planning spreadsheets

## 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 Initiation and Charter Development

- Module 1: Defining the Project Environment (07:30 - 09:30) • Project types, roles, and stakeholder analysis
- Module 2: Building the Project Charter (09:45 - 11:15) • Business case, objectives, assumptions, constraints
- Module 3: Stakeholder Identification and Engagement (11:30 - 01:00) • Power/interest grids, communications planning
- Module 4: Workshop - Draft a Full Project Charter (02:00 - 03:30) • Template-based group activity

### Day 2: Planning Scope, Schedule, and Resources

- Module 5: Scope Planning and WBS Creation (07:30 - 09:30) • Deliverables, decomposition, work package definition
- Module 6: Scheduling and Time Estimation (09:45 - 11:15) • Activity sequencing, dependencies, network diagrams
- Module 7: Resource and Cost Planning (11:30 - 01:00) • Team roles, effort estimates, cost baselines
- Module 8: Workshop - Develop a WBS and Project Schedule (02:00 - 03:30) • Use templates to map out a sample project

### Day 3: Risk Planning and Execution Tools

- Module 9: Risk Identification and Assessment (07:30 - 09:30) • RAID logs, risk matrix, contingency strategies
- Module 10: Communication and Procurement Planning (09:45 - 11:15) • Information needs, vendor engagement
- Module 11: Execution Planning - Tools and Templates (11:30 - 01:00) • Action trackers, team dashboards, baseline management
- Module 12: Workshop - Build a Project Risk Register (02:00 - 03:30) • Group exercise using real risk scenarios

### Day 4: Monitoring and Control Essentials

- Module 13: Measuring Project Performance (07:30 - 09:30) • Earned value, KPIs, tracking tools
- Module 14: Change and Issue Management (09:45 - 11:15) • CR processes, impact evaluation, corrective action
- Module 15: Creating Effective Status Reports (11:30 - 01:00) • Progress indicators, exception highlights, visual formats
- Module 16: Workshop - Draft a Weekly Project Status Report (02:00 - 03:30) • Using templates and dashboards

### Day 5: Simulation and Final Project Presentation

- Module 17: Final Team Project - Full Cycle Simulation (07:30 - 09:30) • Plan, execute, and monitor a sample project scenario
- Module 18: Presenting Project Outcomes (09:45 - 11:15) • Reporting results, managing stakeholder expectations
- Module 19: Lessons Learned and Project Closure (11:30 - 01:00) • Retrospective reviews, documentation, transition plans
- Module 20: Final Workshop - Lessons Learned Register (02:00 - 03:30) • Post-project analysis for continuous improvement

## Certification

Participants will receive a Certificate of Completion in Projects from Initiating to Status Reporting: Hands-On Workshop, confirming their ability to lead project planning and execution activities and communicate performance through structured reporting tools.

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