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Project and Control Management - Foundation

1. Introduction to Project Planning and Control

- Understanding key project management concepts and terminology
 - Purpose and benefits of effective project planning and control
 - Overview of the project life cycle and key stages
 - Roles and responsibilities in project planning and delivery
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2. Approaches and Products Used to Define a Project

- Understanding what a project is and why clear definition matters
 - Establishing project objectives and success criteria
 - Identifying key stakeholders and capturing basic requirements
 - Understanding the concept of project scope and deliverables
 - Overview of core project definition documents (e.g., Project Charter, Scope Statement)
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3. Approaches and Techniques Used to Plan and Close a Project

- Overview of common planning approaches and frameworks
 - Introduction to the project plan and baseline concepts
 - Importance of resource and cost estimation at a basic level
 - Communication and stakeholder management essentials
 - Understanding the project closure process and lessons learned
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4. Introduction to Scheduling Concepts and Techniques

- Purpose and importance of scheduling in project management
 - Understanding key scheduling elements: activities, milestones, and dependencies
 - Overview of common scheduling tools (e.g., Gantt charts, milestone charts)
 - Recognizing the importance of updating and reporting progress
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5. Monitoring and Control Fundamentals

- Purpose of monitoring in project control
 - Understanding key performance indicators (KPIs) and progress tracking
 - Basics of variance identification and simple corrective actions
 - Importance of proactive control and communication
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6. Record Keeping and Continuous Improvement

- Importance of maintaining accurate project records
- Understanding how records support decision-making and accountability
- Using documentation for reviews and post-project learning
- Building a culture of feedback and improvement in project management