
Table of Contents- Project Planning and Control

Duration : 5 days

1. Introduction to Project Planning and Control

- Overview of Project Management Concepts
- Importance of Effective Planning and Control
- Roles and Responsibilities in Project Management

2. Approaches and Key Products Used to Gain a Clear Definition of a Project

- Project Definition and Objectives
- Stakeholder Analysis and Requirements Gathering
- Project Scope Statement and Work Breakdown Structure (WBS)
- Tools and Techniques for Project Definition (e.g., SWOT, PESTLE, MoSCoW)
- Key Documentation: Project Charter, Scope Statement, and Business Case

3. Approaches and Techniques Used to Plan and Close a Project

- Project Planning Frameworks and Methodologies (e.g., PRINCE2, PMBOK, Agile)
- Developing a Project Plan and Baseline
- Resource Allocation and Budget Planning
- Communication and Stakeholder Engagement Plans
- Quality Planning and Assurance
- Project Closure Activities and Lessons Learned

4. Scheduling Techniques and Appropriate Presentation of the Outputs

- Critical Path Method (CPM) and Program Evaluation Review Technique (PERT)
- Gantt Charts and Milestone Charts
- Network Diagrams and Dependency Mapping
- Resource Leveling and Load Charts
- Visualizing Schedules and Reporting Progress

5. Management of Risk in the Planning, Execution and Evaluation of a Project

- Identifying and Classifying Project Risks
- Qualitative and Quantitative Risk Analysis
- Risk Mitigation and Contingency Planning
- Risk Register Development and Maintenance
- Risk Review and Evaluation throughout the Project Lifecycle

6. Practices and Data Used for Rigorous Monitoring to Enable Proactive Control of the Project

- Performance Measurement Techniques (e.g., Earned Value Management)
- Variance Analysis and Forecasting
- Change Control Procedures
- Data-Driven Decision-Making and Reporting
- Key Performance Indicators (KPIs) and Dashboards
- Continuous Improvement and Project Audits

7. Integrating Project Planning and Control

- Linking Planning, Execution, Monitoring, and Closure
- Ensuring Governance and Compliance
- Adapting Plans in Dynamic Environments
- Case Studies and Best Practices

8. Summary and Review

- Key Takeaways
- Common Challenges and Solutions
- Tools and Templates for Practical Application