Project &Quality Management · PQ140

Planning, Organising & Controlling Projects

Tools and Techniques for Improving Project Performance

Duration	Fee	Category
1 Week	**from £1,400**	**Project &Quality Management**
Ref	**Language**	**Certificate**
PQ140	**English**	**Certificate of attendance**

Introduction

As organisations of all sizes face unprecedented change, project management skills are becoming increasingly important for success. Staff at the lowest levels are expected to take on project management roles and to contribute effectively to completing project assignments on time and within budget. This Planning, Organising, and Controlling Projects training course provides a framework for successfully managing projects based on extensive research into project performance across all types of businesses. The presented methodology, which is complementary to PMI® and other models, provides a flexible approach that will improve both individual and project performance.
This proven Planning, Organising & Controlling Projects training course is meant to equip those involved in project work with the essential skills needed to satisfy their responsibilities during a professional way. The concepts, methods and techniques presented include both well-established and latest thinking to supply the essential knowledge, skills, and toolkit to make sure more successful project outcomes.

This training course will highlight:

- The key project management skills needed to maximise project performance
- The responsibilities of project sponsors, project managers, line managers and specialists
- Methods for identifying, engaging, and managing project stakeholders
- Techniques for establishing the complete scope of the project and prioritising deliverables
- How to make realistic plans, pro-actively manage risks and exploit opportunities
- The use of tools and techniques for tracking and managing project performance
- The leadership and teamwork skills needed to market collaboration throughout the project

Course Objectives of designing, Organising & Controlling Projects

By the top of this training course, you'll be able to:

- Apply a knowledgeable, systematic approach to managing projects and project activities
- Define the project scope, establish realistic objectives, and identify the relevant deliverables

- Produce realistic project plans, determine the critical path, and manage project risks
- Mobilise resources, accurately monitor project performance, and maintain control of the project
- Recognise team dynamics within the project, play to strengths and manage weaknesses

Course Methodology of designing, Organising & Controlling Projects

This training course is predicated on a mixture of theory, practical, interactive discussion, and team exercises. During each session, we'll explore the varied inputs, tools and techniques, and outputs of every of the project planning, organising, implementing, and controlling processes, discuss their flaws and values, and simulate real-life project management events. The impact of project management software and knowledge systems also as latest trends, e.g., the appliance of agile project management methods, also will be considered.

Organisational Impact of designing, Organising & Controlling Projects

Delegates attending this training course are going to be better equipped to pro-actively manage projects and project activities. As a result, the organisation will gain the subsequent benefits:

- Acquire and develop skills needed to fulfil your project responsibilities and objectives
- Improved project team performance, delivering results more quickly and more affordably
- Development of realistic project plans, with more accurate cost, time, and resource estimates
- Improved project leadership
- Achievement of project milestones with improved income and budget control
- Improved communication between project teams and therefore the remainder of the organisation
- Higher levels of staff motivation and professionalism

Personal Impact of designing, Organising & Controlling Projects

Delegates are going to be able to:

- Demonstrate greater competence in contemporary project management methods and techniques
- Contribute more effectively in project and programme management teams
- Create more realistic plans and control work more professionally
- Show better leadership and management of project teams and work assignments
- Comprehend, appreciate, and apply appropriate economic evaluation measures
- Build and manage productive working relationships with clients, contractors, and suppliers
- Operate more confidently and effectively during a global business environment

Target Audience of designing, Organising & Controlling Projects

This training course is suitable to a good range of execs but will greatly benefit:

- Delegates whose roles involve leading and directing projects

- Project Professionals and people who are involved in completing project work assignments
- Project Administrators, Supervisors and Support Staff
- Those involved as Project Owners and Project Clients
- Personnel working for Project Contractors and Suppliers

Course Outlines of designing, Organising & Controlling Projects

DAY 1

Reviewing the basics

- Understanding Projects: Differences between Large / Small and straightforward / Complex Projects
- The 'Project Life Cycle' and therefore the Role of Project Management
- Current trends in Project Management: Project Management Associations and Qualifications
- Project Performance: Understanding Why Some Projects Succeed et al. Don’t
- A Framework for Building Project Success: Improving Project Management Performance
- The Different Project Roles, Responsibilities and Boundaries: RACI Charts
- Understanding some Key Financial Concepts: Break-even, Net Present Value, and Discounted income

DAY 2

Initiating and Defining Projects

- Initiating Projects: Project Context and Environment
- Setting Realistic Objectives: Defining Project Scope and Deliverables
- Managing Expectations and Agreeing Priorities: Ensuring Value for Money
- Developing a piece Breakdown Structure: Defining Roles and Specifying Work Packages
- Developing a price Breakdown Structure: Techniques for creating Preliminary Estimates of your time and price
- Choosing and using appropriate Planning Methods: Using Project Management Software
- Initiating Risk Management: Using Qualitative Risk Analysis Techniques

DAY 3

Planning Projects for Results

- Building a sensible Project Plan: Using Gantt Charts and Activity Networks
- Using the decide to Develop Detailed Task and Resource Schedules
- Identifying the Critical Path and Setting Milestones: Getting Buy-in from the Key Players
- Techniques for Developing Detailed Estimates for Time and Cost: Managing Estimating Uncertainty
- Minimising Project Timescales: Exploring Time-cost Options and Understanding Trade-offs
- Managing Project Risks: Quantitative Risk Management Methods and Techniques
- The Importance of On-going Planning: Maintaining and Updating Plans and Risk Registers

DAY 4

Organising and Controlling the Project

- Handling the Changes and Challenges that Affect Projects
- Running Effective Change Control Processes
- Project Performance Tracking, Management and Control Systems
- Pro-active and Re-active Control: Measures that Give Early Warning

- Using Predictive Control Techniques: Slip Charts, Burn-down Charts, and Earned Value Methods
- Managing Project Communication and Decision-making: Running Effective Meetings
- Exploiting Information Management Technology: Managing Project Documentation

DAY 5

Project Leadership and Team-working Skills

- Working in Project Teams: Building Collaborative Working Relationships
- Understanding Leadership and Management: Qualities and Skills that Enhance Results
- The Role of the Leader in Building Team Cohesion and Performance: The Team Development Cycle
- The Keys to Effective Influence and Persuasion: Characteristics of Successful Leaders
- Improving Communication, Delegation and Motivation Skills
- Working with Senior Stakeholders: Creating Rapport, Understanding and Managing Expectations
- Lean Concepts and therefore the Learning Cycle: Implementing Continuous Improvement

Dates & Venues

Date	Venue	Duration	Fee
23 - 27 Nov 2026	Kuala Lumpur	1 Week	£5,000
29 Nov 2026 - 3 Dec 2026	Istanbul	1 Week	£5,000
29 Nov 2026 - 3 Dec 2026	Online	1 Week	£1,400
30 Nov 2026 - 4 Dec 2026	Barcelona (Spain)	1 Week	£5,000
6 - 10 Dec 2026	Cairo	1 Week	£3,100
7 - 11 Dec 2026	London	1 Week	£5,000
20 - 24 Dec 2026	Sharm El-Sheikh (Egypt)	1 Week	£3,500
20 - 24 Dec 2026	Dubai	1 Week	£3,650
21 - 25 Dec 2026	Madrid	1 Week	£5,000

Register or ask about this course online

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