



# PROJECTS, LOGISTICS, QUALITY AND AUDIT

## OPP1 PROJECT PLANNING AND CONTROL

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Project planning is a necessity in order to ensure successful delivery of your goals, on time and on budget. Successful projects do not just happen. As well as project planning and control, it requires people with the right skills and knowledge. The costs of getting it wrong are high.


This course has been designed to provide delegates with tools and techniques that they can apply for planning, monitoring and controlling projects. It will raise awareness of how to manage project risk, as well as equipping you with valuable tools for budgeting and auditing your project.


### SKILLS ATTAINED

- ✓ Use project planning process and tools
- ✓ Identify risks and conduct risk analysis
- ✓ Estimate the costs and timeline for projects
- ✓ Develop earned value projections for projects
- ✓ Communicate effectively with stakeholders
- ✓ Develop and use a project progress dashboard
- ✓ Manage multi-functional teams to deliver
- ✓ Capture the learning from projects for continuous improvement


### COURSE INFORMATION

 5 Training Days

 Online: £1925 (\$2500)

 At the end of the programme, an achievement certificate will be awarded on the basis of active participation and full time attendance. No examination required.

 13 - 17 Sep 20 (Online)  
29 Nov - 03 Dec 20 (Online)  
21 - 25 Feb 21 (Online)

 Companies nominating 3 or more delegates to attend the same programme will enjoy a special discount on the course fees.

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### COURSE PROFILE

#### Project management overview

- ✓ Project Definition & scope
- ✓ Essential skills for the Project Manager
- ✓ Creating a framework for planning and control
- ✓ Establishing multifunctional teams
- ✓ The role of the team members and responsibility assignment – RACI model

#### Project risk management

- ✓ Identifying critical success factors
- ✓ Identifying areas of risk and sensitivity analysis
- ✓ Categorising and mitigating risks using a project risk matrix
- ✓ Creating a business continuity plan
- ✓ Creating a rapid response project continuity plan

#### Project control

- ✓ Implementing the project scope
- ✓ Creating a work breakdown structure
- ✓ Establishing the critical path
- ✓ Estimating project costs and timelines
- ✓ Resource scheduling and availability
- ✓ Earned value costs and forecasting
- ✓ Project close down

#### Project communications

- ✓ Identifying key stakeholders
- ✓ Handling project governance meetings
- ✓ Creating a stakeholder communications plans
- ✓ Establishing a project dashboard
- ✓ Measuring and reporting progress and variations


#### Project audit and review


- ✓ Creating and managing your project budget
- ✓ CapEx vs OpEx value for money
- ✓ Audit process – internal and external
- ✓ Contractual obligations – performance bonds and warranties
- ✓ PDCA - Plan – Do – Check- Act

### WHO SHOULD ATTEND

This course is designed for Project Managers and professionals who part of a project team as well as those needing to acquire advanced skills on how to plan and control a project.

### COURSE BOOKING

 +44 (0) 207 724 6007

 training@lmcuk.com

 www.lmcuk.com

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“LMC covered all of the course subjects fully, so much so they have inspired me to learn other topics!”

Mohamed Shamil, Qatari Diar,  
Qatar