MERCURY

Project Control Officer, Project Monitoring, Reporting, and Control

22 – 26 March 2027
Kigali (Rwanda)



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Ref: 15943_1067496 **Date:** 22 – 26 March 2027 **Location:** Kigali (Rwanda) **Fees:** 5300 Euro

Introduction:

In today's fast-paced business world, project complexities and organizational dynamics are constantly on the rise. Effective project monitoring and control are imperative to ensure projects are completed on time and within budget. A Project Control Officer PCO plays a pivotal role in this process. Resilient project monitoring and reporting practices allow for timely performance assessments and informed report preparation for senior management.

Participants in this Project Control Officer, Project Monitoring, Reporting, and Control training course will learn that project delays and budget overruns frequently arise, necessitating an approach to project control. They will enhance their expertise in project monitoring and control, thereby driving efficiency, minimizing risks, and precisely achieving project objectives.

Effective control becomes essential when project goals evolve or conflict with client requirements. This Project Control Officer, Project Monitoring, Reporting, and Control course empowers participants with the tools and skills for project management excellence. They will gain insights into project monitoring techniques and control methods, equipping them to handle reports, manage project progress, and anticipate challenges adeptly.

This Project Control Officer, Project Monitoring, Reporting, and Control course introduces and focuses on the role of the Project Control Officer PCO, what a PCO is, and their critical function in project monitoring, reporting, and control. Participants will explore the definition of project monitoring and control and gain insights into the importance of project monitoring in ensuring successful project outcomes.

Key topics include the project monitoring and control process, methods, techniques, and tools, and the development of an effective project monitoring and control plan. Attendees in this Project Control Officer, Project Monitoring, Reporting, and Control training will learn to apply project monitoring and reporting strategies, understand why project monitoring is important, and benefit overall project performance.

Importance of Project Monitoring and Control:

Participants in this Project Control Officer, Project Monitoring, Reporting, and Control training will understand that project monitoring and control are vital for project success. This process entails using specific methods and tools to track progress, ensure alignment with objectives, and facilitate necessary adjustments. It not only mitigates risks but also enhances decision-making and project outcomes.

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Targeted Groups:

This Project Control Officer, Project Monitoring, Reporting, and Control course is ideal for individuals looking to expand their expertise in project monitoring and control:

- Project Managers.
- Project Management Professionals.
- IT Project Managers.
- Project Coordinators.
- Project Analysts.
- Senior Project Managers.
- Project Leaders.
- Team Leaders.
- Product Managers.
- Program Managers.
- Project Sponsors.
- Project Team Members.
- Anyone looking to enhance their project management skills.

Course Objectives:

By the conclusion of this Project Control Officer, Project Monitoring, Reporting, and Control course, participants will be able to:

- Define project monitoring and establish management structures that support senior involvement and delivery control.
- Interact expertly with stakeholders to manage expectations.
- Develop baseline plans for effective project monitoring and control.
- Execute control mechanisms using standard monitoring processes and adaptable management practices.
- Suggest an adaptive project lifecycle for evolving project challenges.

Targeted Competencies:

Participants in this Project Control Officer, Project Monitoring, Reporting, and Control training will gain competencies in:

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- Utilizing charters to select, define, and approve projects.
- Developing master work plans for core control structures around scope, time, and budget.
- Applying project monitoring techniques to manage changes.
- Executing an adaptive project lifecycle with proficiency.
- Preparing comprehensive progress reports using earned value management systems.

Course Content:

Unit 1: Project Control Fundamentals and Project Initiation:

- Project Characteristics.
- Fundamentals of Project Management.
- Project Governance and Project Selection Control.
- Project Governance and Project Initiation Using Charters.
- Controlling Effective Project Team Kick-off.

Unit 2: Schedule Control:

- Controlling Project Outputs and Requirements Gathering Practices.
- Controlling Project Outputs and Requirement Specifications.
- Managing Project Work and Work Breakdown Structures.
- Controlling Schedules and Applying Dependencies.
- Controlling Timelines and Critical Path Management.

Unit 3: Budget Overruns Control:

- Developing Project Budgets.
- Understanding Uncertainty and Risk Planning.
- Managing Project Risks.
- Managing Budget Reserves.

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Unit 4: Monitoring and Reporting Project Progress:

- Controlling Project Communications.
- Variance Analysis Using Earned Value Management.
- Forecasting Overruns.
- Managing Variance Through Baselines and Change Management.
- Effective Milestone Reporting.

Unit 5: Appropriate Monitoring Mechanisms:

- Controlling Project Closure.
- Concerns in Traditional Project Management.
- Adaptive Project Lifecycle: SCRUM.
- SCRUM Roles and Responsibilities.
- Core SCRUM Practices.