XCELERATE TRAINING INSTITUTE

your learning & development partner

PROJECT MANAGEMENT

Project Planning and Control

DURATION	LANGUAGE	FORMAT
5 days	English	Classroom / Online

Upcoming dates

Dates	Venue	Format	Fee
18 – 22 Jan 2027	Live online	Online (live)	On request
26 – 30 Jul 2027	Live online	Online (live)	On request
23 – 27 Aug 2027	Geneva	Classroom	€4,800

Register or ask a question

Online: staging.x8ti.com/course/project-planning-and-control/

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Project Planning and Control

Introduction

Project planning includes a set of pre-decided methods, processes, and measures undertaken by a project team to help meet the objectives of the project while offering adequate attention to all aspects through the project life cycle. It brings together the scope, time, cost, and other associated aspects of the project cycle.

On the other hand, the control phase involves overseeing all tasks, metrics, and measures to ensure that the project is on track to meet project objectives, within time and budget. It also controls the occurrence and treatment of risks that could hamper project progress.

This Xcelerate training course will empower you with all necessary project planning and control skills to seamlessly complete a project, achieving all objectives and overcoming all constraints.

This course will provide you with the necessary skills and knowledge to undertake higher roles and responsibilities related to project management, ensuring successful project completion and, in turn, encouraging career growth and progression within the organization or beyond.

Learning Objectives

- the required skills to devise a project plan/strategy to determine the path/trajectory of the project
- in-depth knowledge and information related to project planning and control
- adequate analytical and strategic skills to align project outcomes and objectives to organizational strategy, thereby contributing to organizational growth
- confidence and knowledge to train other professionals in the organization for effective project planning and control
- the capability and skill to undertake complex projects and complete them successfully, facilitating opportunities for higher roles and responsibilities within the organization
- the required awareness and foresight to predict risks and challenges and put in place corrective actions to eliminate or minimize the negative impact on the project outcome
- the ability and skill to apply modern methods and techniques to gather information about the progress of a project to ensure seamless completion
- the ability and experience to handle projects of any kind in any organization or industry

Training Methodology

Courses at Xcelerate Training Institute are extremely customizable. Before each course, the content is reviewed and changed, if required, to suit the training audience. A highly experienced trainer from the relevant domain delivers the training using audio-visual presentations. Trainee participation is ensured through group activities, assignments, role-plays, etc.

Trainees are also assigned a sample project to manage during the training. Relevant case studies and experience sharing help increase the relevance of the course content.

All courses at follow a very innovative and unique training approach through the Do–Review–Learn–Apply

Model.

Benefits for Your Organisation

- Better risk assessment and management because of risks predicted and addressed in advance
- Better planning and control of projects, resulting in more successful projects within the organization
- Application of modern methods and techniques to plan, execute, control, and complete a project successfully
- Trained and experienced employees to handle projects throughout the organization, leading to a more professional and planned approach to projects and project completion
- Higher client satisfaction because of high-quality project outcomes delivered within timelines
- Alignment of project outcome and objectives to organizational strategy, leading to organizational growth and development
- Greater investments and hence organizational growth and success

Benefits for You

- Enhanced project planning and control skills to successfully manage projects of any nature and scale, thus demonstrating skill and talent and fostering career growth and progression
- Better analytical and strategic skills to align project outcomes and objectives to organizational strategy, thus supporting organizational growth and development
- Increased confidence and knowledge to train other professionals for project planning and control skills
- A sense of pride from contributing to organizational growth and success as well as client satisfaction
- Increased knowledge and understanding of advanced planning and control tools for successful project completion
- Better foresight and perspective to predict all possible challenges and risks to the project and devise corrective action plans to address these to minimize the negative impact on project outcome, timeline, or budget.
- Enhanced skillset, capability, and experience to manage any kind of project, irrespective of nature and scale, in any organization or industry, thus increasing avenues for growth and progression

Who Should Attend

- Project team leaders and managers responsible for driving key and complex projects within organizations
- Project management officers responsible for defining guidelines around project management protocols and practices
- Project coordinators and administrators who aspire to progress in their roles to manage more complex projects in a planned manner
- Any professional in an organization who would be handling smaller projects within their teams or departments
- Top management of an organization who needs to understand the importance and requirement of training in project planning and control for project managers and other project management professionals
- Any other professional who would like to build a career in project management and enhance their skills

in planning and control

Course Outline

Project Planning Phases

- Conception and initiation
- Planning
- Execution
- Performance and Monitoring
- Project closure

Tasks Under Project Control

- Scope verification and change control
- Cost control
- Quality control
- Performance reporting
- Risk Control
- Contract Administration

Elements of a Project Plan

- Products
- Activities
- Resources
- Schedule
- Budget
- Risks
- Assumptions

Project Planning Benefits

- Clear objective
- Risk assessment
- Milestones
- Resource allocation
- Task dependencies
- Communication
- Scope creep
- Bottom line
- Client Appreciation
- Team transparency and understanding

Key Qualities for Project Control

- Leadership qualities
- Communication
- Exercise of caution

- Consideration of instincts and emotions
- Teamwork

Project Control Situations

- Realization problems
- Allocation problems
- Design problems
- Exploration problems

Techniques

- Work breakdown structure
- PERT (Program Evaluation Review Technique) chart
- Gantt chart
- Cause and effect diagrams
- Critical path analysis

Challenges

- Change management
- Schedules
- Costs
- Requirements
- Communication
- Staffing
- Checklists

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Registration Form

Project Planning and Control

Preferred dates: ..... Venue or online: .....

Duration: 5 days Language: .....

Please complete and email this form to us, or register online. We confirm your place and send the invoice within one working day.

Delegate information

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Official email: ..... Personal email: .....

Company information

Company name: .....

Address: .....

City / country: ..... VAT / tax number: .....

Person responsible for training & development

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Email: .....

Payment

☐ Please invoice me ☐ Please invoice my company

Signature: ..... Date: .....

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Email this form
info@x8ti.com

Register online
Open the course page