



[WWW.KQEINC.COM](http://WWW.KQEINC.COM)

11301 US Highway 301  
Thonotosassa, Florida 33592

Telephone: (813) 315-9883  
Fax Number: (813) 902-6160

## Monitoring and Controlling Projects

### Course Specifications

Course length: 2.5 days (20 hours)

### Course Description

It is often stated, 'If I can't measure it, I can't manage it!' This saying is particularly true when it comes to project management. In order for a project to succeed the project manager must maintain an understanding of existing and potential issues that can place the project at risk. This course emphasizes a hands on approach to using Earned Value Management metrics to ensure projects stay on course, and to identify areas where changes must be made to bring a project back on course when measurements indicate the project goals are at risk. The student will receive instruction on developing and implementing a program for project monitoring and control as well as tips, tricks, and templates to facilitate implementing a program in the workplace.

**Course Objective:** You will become familiar with tools and techniques needed to effectively implement a program to monitor and control projects

**Target Student:** This course is intended for a wide range of managers and staff members who need to successfully manage or monitor and control projects of any size.

### Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- Develop and implement a project monitoring and controlling program using Earned Value Management techniques.
- Develop and implement a Change Control process to address issues noted in EVM metrics

### Course Content

#### *Introduction and Course Overview*

#### *Project Management Monitoring and Controlling Basics*

What is a Project?

A Project's Life Cycle

The Role of a Project Manager in monitoring and controlling projects



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Monitoring projects

The Triple Constraint – Scope, Time, and Cost

Work Package Dictionary

Activity Definition

Time Estimates

Resources Requirements

Cost Estimates

Contingency Planning

Budget Development

Comparing Actual Costs to Budget Costs

### ***Controlling Projects***

Earned Value Management Basics

Cost Measures

Schedule Measures

Estimate to Completion

Estimate at Completion

Variance Analysis

### **Change Control Process**

Setting up a Change Control Board

Change Control Board Procedures

Change Control Caveats

### **Project Monitoring and Control Communications**

Deriving Information from Data

Report Distribution

Team Communications

Formal Communications



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Informal Communication