

# Course Description



## Course Title

Project Controls

## Overview

We can all think of projects that, once started, run out of control and finish late and over budget. Every project needs effective control, and this course will enable an organisation to be more effective at keeping its projects on track. Aimed at those who wish to learn the principles and practice of good project control, this course covers the fundamental skills required and aims to give the student the working knowledge required to undertake a project controls role.

## What You Will Learn from This Course:

- Project basics, including concepts and methods
- Business case, managing scope and requirements
- Stakeholders
- Approaches to Planning
- The difference between planning and scheduling
- Breakdown structures and dependencies
- Health and safety considerations
- Cost estimates and budgets
- Scheduling
- Control and monitoring
- Change management
- Risk management
- Handover and closeout
- Record keeping and learning

## Why Should You Attend this Course?

This course is for those wishing to learn the principles and practice of project controls. It covers the fundamental skills of the discipline and aims to give the student the knowledge required to begin undertaking a project controls role.

Starting in the context of project management, delegates will learn why good controls are key to project success. By giving a thorough explanation of the process that underlies the discipline, attendees will be well placed to practice good project controls, and thereby increase the chance of project success.

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Each of the phases of the process is examined in detail, teaching delegates that good definition and planning of the controls are at least as critical as the control and monitoring of a project during execution.

Because risk and change management and record keeping often overlap onto the controls remit, these topics are also covered, meaning that the delegates can deal with a variety of project situations. Also included are some less acknowledged facets of controls, including lessons learned, handover/close out and resourcing.

All of this means that delegates should emerge from the course with a high degree of knowledge and a good set of tools and practices to use and to apply to real-life project work.

The course is full of practical techniques and examples, with the intention of turning knowledge into practical benefit and the worked examples, case studies and exercises are intended to make applying the knowledge gained much easier.

Finally, the instructor will include opportunities to discuss the real-world problems and issues and questions that are affecting delegates in their own projects and working lives, so that improvements and solutions can be implemented as soon as delegates return to their desks. Often, helpful advice can be gained from the experience of other delegates, and the course setting provides opportunities to do this.

## **Who Should Attend This Course?**

- Project controls team leaders
- Project controls staff
- Project managers
- Project team members
- Project Management Office Staff
- Project cost management staff

## **Outcome of this Course**

By the end of this intensive 5-day course, attendees will be able to:

- Define, plan and control a wide range of projects
- Optimise planning methods and techniques
- Advise project managers and other team members on project controls methods
- Deliver accurate status report and forecasts on projects
- Learn lessons from project experiences and improve future projects' controls

## **Course Length**

5 days

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## Course Content

An interactive mix of lecture, case studies, group discussion and activities will be used to illustrate and apply the methods, tools and techniques needed to manage projects. The following topics will be covered:

### Introduction

- Projects and project management defined
- How a project differs from normal business
- Why project management is required
- Why project controls are required

### The Controls Process

- Definition phase
- Planning phase
- Scheduling phase
- Monitoring and control activities
- Keeping records
- Handover and closeout phase
- Review and learning phase

### Definition Phase

- Project familiarisation
- Project business case
- Managing project scope
- Managing project requirements
- Managing stakeholders

### Planning Phase

- Difference between planning and scheduling
- Purpose of and approaches to planning
- Budgeting and cost estimating
- Project breakdown structures
- Dependencies
- Health, safety and environmental considerations

### Scheduling Phase

- Different schedule types
- Schedule design
- Schedule construction
- Communicating the schedule

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- Reviewing the schedule

## Control & Monitoring Phase

- Baseline and reporting
- Controlling cost
- Managing change
- Managing risk

## Record Keeping & Learning

- Keeping records and document management
- Handover & closeout phase
- Learning lessons

## Miscellaneous

- Computer Planning Systems
- Resourcing and other issues

## Case Studies

- Presentation of real-life examples and case studies of how project controls are deployed in a variety of projects

## Practical Exercises

- Worked examples, where delegates participate in groups or teams to control some fictitious but realistic projects.

## Summary And Next Steps

- Summary
- Things you can do next
- Reference Material