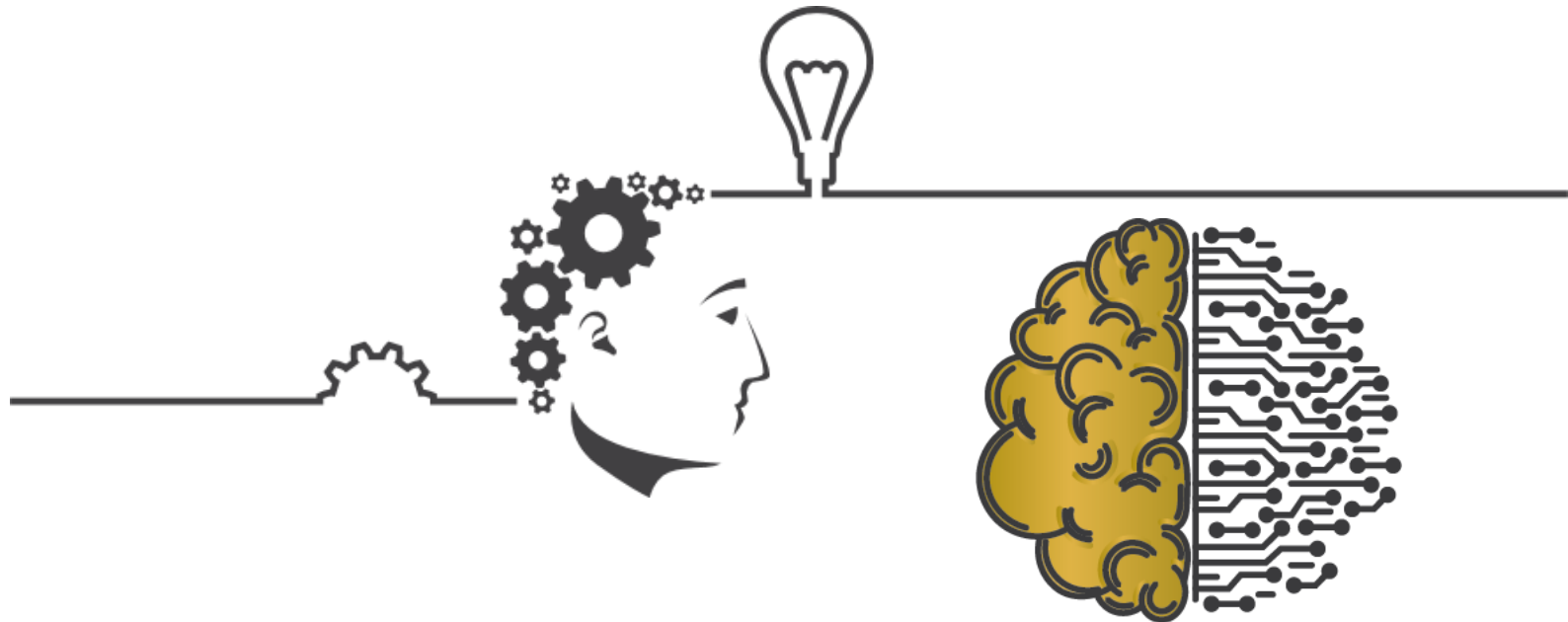# HDTC Training Center

Provide

Project Monitoring, Controlling,

and Closing Process

Introduction

Course Overview:

In today's dynamic business environment, effective project management is not limited to planning and execution; it also requires robust monitoring, controlling, and structured closing. These processes ensure that projects remain aligned with their objectives, resources are utilized efficiently, risks are minimized, and deliverables are achieved successfully. This program provides participants with the professional skills and tools necessary to manage project performance, ensure compliance with standards, and close projects systematically for maximum organizational value

Program Objectives:

General Objective: To enable participants to acquire the knowledge, skills, and tools necessary to professionally monitor, control, and close projects, ensuring successful outcomes and organizational sustainability.

Specific Learning Objectives

By the end of this course, participants will be able to:

1. Understand the principles and importance of project monitoring and controlling in project success.

2. Apply key performance measurement tools and techniques to track project progress.

3. Identify and manage project risks, changes, and issues effectively.

4. Ensure compliance with quality standards and stakeholder expectations.

5. Document lessons learned and applied knowledge management practices.

6. Execute structured project closing, including administrative and contract closure

Program Outlines:

★ **Fundamentals of Project Monitoring and Controlling**

- ✓ The role of monitoring in the project life cycle.
- ✓ Difference between monitoring and controlling.
- ✓ Key inputs and outputs in monitoring and controlling processes.

★ **Performance Measurement Tools & Techniques**

- ✓ Key Performance Indicators (KPIs).
- ✓ Earned Value Management (EVM).
- ✓ Variance analysis (cost and schedule).
- ✓ Dashboard reporting and project metrics.

★ **Change, Issue, and Risk Management**

- ✓ Change control processes.
- ✓ Risk monitoring and response planning.
- ✓ Issue tracking and escalation procedures.

★ **Quality Assurance and Compliance**

- ✓ Quality management tools.
- ✓ Ensuring alignment with project scope, standards, and deliverables.
- ✓ Managing stakeholder expectations and communication.

★ **Project Closing Process**

- ✓ Administrative closure activities.
- ✓ Contract closure and vendor management.
- ✓ Deliverables acceptance and handover.
- ✓ Final project report and archiving.
- ✓ Lessons learned and continuous improvement

Prerequisites:

- Basic knowledge of project management principles.

- Prior participation in a project management fundamentals course (recommended).

- Familiarity with MS Project or similar project management tools is an added advantage

Target Audience:

- Team leaders and supervisors are involved in project delivery.

- PMO (Project Management Office) staff.

- Professionals seek to enhance their project management skills.

- Individuals preparing for project management certifications (e.g., PMP®)

Training methods:

- Technology-Based Learning.

- Simulation in Training.

- On-the-job guidance.

- Trainer-Led Training.

- Work Teams and Roles.

- Films and Videos.

- Case Studies and Workshops.