Tracking and Control

Course Code: 1115   **Course Duration:** 1 day

Knowing how well your project is proceeding is just as important as knowing where it is going. Otherwise, your project could end up over time, over budget and not meeting any of the needs it was initiated to fulfill! How do you know how your project is performing? During the course of your projects, you provide reports on progress and provide estimates of completion schedules and budgets, but how accurate are you? *Tracking and Control* will help you provide accurate updates by giving you the tools and techniques to analyze performance variance, examine prior progress and plan your communications regarding future performance.

Course Description: This one-day course will teach participants the elements of analyzing variance and using data from prior performance to estimate outcomes. Case studies and hands-on exercises provide practical examples to apply the methods and tools presented.

Topics List:

- Control models
- Variance analysis and reporting
- Response time and over-correction
- Process mechanisms
- QA-QC relationship

- Earned value management (EVM)
- Gap analysis
- Forecasting
- Reporting
- KPAs and KPIs

Outline

1. Overview of Tracking and Control
   a. Understand a control model
   b. Discuss variance analysis
   c. Discuss response time and overcorrection
2. Looking into the Past
   a. Plan team progress reviews
   b. Use variance reporting in reviews
   c. Use earned value management (EVM) for assessing status of projects
3. Looking to the Future
   a. Discuss gap analysis
   b. Use EVM for projecting outlooks
   c. Understand management reporting best practices
   d. Benefits of using EVM

Who Should Attend: Project managers, team leaders, functional leaders, project leads, senior managers, program managers, project team members, supervisors.