PARTNERS IN KNOWLEDGE UK LTD
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Skills to Effectively Define, Manage & Control Project Scope & Requirements

PIK788-0627 UK-LDN-1

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Suite No. 129
295 Chiswick High Road
LONDON W4 4HH

Place	: London	**Venue**	: Radisson Blu Style Hotel (Wien, Herrengasse 12, 1010, Vienna - AUSTRIA) - TBC		
Start Date	: 28-06-2027	**End Date**	: 02-07-2027	**PPP**	: £4950

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If you can't train them, you can't blame them!

Short Description:

PROGRAM OVERVIEW This training program aims to provide participants with the necessary skills to effectively define, manage, and control project scope and requirements. It encompasses critical processes and methodologies that facilitate the alignment of stakeholder needs with overarching project objectives. By understanding these foundational elements, participants will enhance their ability to articulate project goals clearly and ensure that all stakeholders have a shared vision of the project's outcomes. Furthermore, the program emphasises the importance of maintaining scope integrity throughout the project lifecycle. Participants will explore various strategies designed to mitigate scope-related risks, ensuring that projects remain on track and within defined parameters. Through practical applications and real-world examples, attendees will gain insights into best practices for managing requirements, ultimately leading to successful project delivery and stakeholder satisfaction.

Course Overview:

PROGRAM OBJECTIVES

At the end of this program, participants will be able to:

- Discover the benefits of effective project cost control for achieving successful project outcomes.
- Describe the typical lifecycle of project cost management and understand its significance.
- Identify the key steps necessary to enhance project estimates and budgeting.
- Explain the process of cost baselining and its importance in project management.
- Specify key quantitative measures to assess project performance through Earned Value Management (EVM).
- Explore various estimating cost techniques, including the Work Breakdown Structure.
- Consider risk management factors in the cost estimation process.

TARGET AUDIENCE

- Project Managers.
- Business Analysts.
- Team Leaders.
- Product Managers.
- Project Sponsors.
- Professionals involved in project planning.
- Professionals involved in project execution.

Program Outline:

DAY 1: Overview of Project Management

- Understand basic project management definitions and processes.
- Explore project phases and life cycles.

- Familiarise with typical project terminology.
- Learn how to set up for success.
- Review project cost management processes - estimating costs, determining a budget, and controlling costs.

DAY 2: Developing The Project Schedule – Estimating Cost

- Understand project management inputs for cost estimation.
- Create a work breakdown structure (WBS).
- Utilise work packages as building blocks.
- Apply estimation techniques to determine overall project cost.
- Optimise the project schedule.

DAY 3: Developing The Project Budget – Determining Budget

- Understand inputs for determining the project budget.
- Estimate costs for personnel, materials, and equipment, including overheads and cost aggregation.
- Consider the risk management process, including risk response planning and reserves.
- Estimate risk response costs and contingency costs.
- Analyse the S-Curve for risk and cost.

DAY 4: Utilising Control Accounts & Effectively Controlling Project Costs

- Learn about control accounts and the Control Account Plan (CAP).
- Understand change control processes and re-baselining cost performance.
- Identify inputs for controlling project costs.
- Manage and track hours worked.
- Explore methods and techniques for cost tracking.

DAY 5: Project Performance Measurement, Interpreting, and Reporting EVM Results

- Define Earned Value Management (EVM) and its main measures.
- Analyse results, including variances, performance indices, and forecasting.
- Interpret results and develop options to address unacceptable variances.
- Forecast outcomes and create response plans.
- Learn how to report EVM results to senior management and customers.