

## PROJECT EXECUTION EXCELLENCE

<b>Start Date:</b>	18/08/2025	<b>End Date:</b>	22/08/2025
<b>Categories:</b>	Management	<b>Venues:</b>	London
<b>Formats:</b>	In Person	<b>Instructors:</b>	

### OVERVIEW

This course equips professionals with the practical skills needed to execute projects successfully. It emphasizes planning, tracking, communication, and stakeholder management for on-time, on-budget delivery.

### OBJECTIVES

By the end of this course, participants will be able to: – Define project objectives, scope, and deliverables with clarity. – Build practical execution plans with timelines, milestones, and roles. – Track project performance and manage deviations in real-time. – Communicate effectively with teams and stakeholders. – Close projects smoothly with lessons learned and performance reviews.

### COURSE OUTLINE

1- Execution Starts with Clarity: Goals, Scope, and Plans 2- Tools for Planning, Scheduling, and Milestone Tracking 3- Managing Resources, Risks, and Scope Creep 4- Project Communication, Dashboards, and Alignment 5- Closing Strong: Handover, Review, and Retrospective

### TARGET AUDIENCE

Project coordinators, team leads, supervisors, and professionals responsible for execution and delivery of internal or external projects.

### METHODOLOGY

Live project planning labs, role-playing project reviews, dashboards, communication strategy exercises, and simulation games.

### CONCLUSION

Participants will leave with a toolkit to confidently plan, execute, track, and close projects with discipline and excellence.

### DAILY AGENDA

### **Day 1: Plan for Execution**

Clarify goals and build execution plans that keep things on track.

### **Day 2: Structure the Project**

Use tools to schedule work, allocate resources, and define ownership.

### **Day 3: Adapt with Control**

Manage changes and risks without losing momentum.

### **Day 4: Communicate Like a PM**

Use updates, dashboards, and meetings to align teams and stakeholders.

### **Day 5: Close and Learn**

Wrap up, reflect, and capture lessons for future improvement.

*For more information, please contact us:*

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