

## PROJECT EXECUTION EXCELLENCE

<b>Start Date:</b>	13/07/2026	<b>End Date:</b>	17/07/2026
<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

All Supervisory Levels, 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.

*Page 2 of 3*

*For more information, please contact us:*

*Email: [info@gatewayconsulting.com](mailto:info@gatewayconsulting.com) | Phone: +96522968641*

*<https://gatewayconsulting.com>*