

PROJECT EXECUTION EXCELLENCE

Start Date:	22/06/2026	End Date:	26/06/2026
Categories:	Management	Venues:	London
Formats:	In Person	Instructors:	

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.

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