

PLANNING, ORGANIZING, & CONTROLLING PROJECTS

Start Date:	21/12/2026	End Date:	25/12/2026
Categories:	Management	Venues:	Amsterdam
Formats:	In Person	Instructors:	

OVERVIEW

This course equips project professionals with the tools and methodologies to effectively plan, structure, and control projects of varying sizes. Participants will explore integrated project management techniques that improve delivery, cost control, resource allocation, and team coordination.

OBJECTIVES

By the end of this course, participants will be able to: – Develop comprehensive project plans using proven frameworks and tools. – Organize project teams, tasks, and workflows for execution efficiency. – Monitor project performance and apply corrective actions where needed. – Control costs, timelines, and quality with practical tracking techniques. – Manage stakeholder expectations and project communications effectively.

COURSE OUTLINE

1- Fundamentals of Project Planning and Lifecycle Stages 2- Work Breakdown Structures (WBS) and Project Scheduling 3- Project Organization, Roles, and Resource Allocation 4- Monitoring Progress and Managing Variance 5- Project Control Tools: Earned Value, Risk Logs, and Reporting

TARGET AUDIENCE

All Supervisory Levels, Project managers, team leaders, planners, coordinators, and professionals responsible for delivering project outcomes.

METHODOLOGY

Planning labs, Gantt and WBS exercises, simulation games, case studies, performance dashboards, and group review drills.

CONCLUSION

Participants will leave with a complete set of planning and control skills needed to manage complex projects from start to finish.

DAILY AGENDA

Day 1: Plan It Right

Lay out the project lifecycle, success criteria, and planning structure.

Day 2: Break It Down

Develop WBS and project timelines using industry-standard tools.

Day 3: Organize for Action

Assign resources, roles, and workflows for seamless coordination.

Day 4: Track and Adjust

Apply monitoring tools and adjust for performance deviations.

Day 5: Control and Deliver

Implement cost, quality, and stakeholder control mechanisms.

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