PLANNING, ORGANISING & CONTROLLING PROJECTS



GENTEX®
TRAINING CENTER

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Introduction

Planning, Organising & Controlling Projects is a practical Training Course that builds the three core disciplines every project needs to succeed. Participants learn to plan work in structured steps, organise people and resources around clear responsibilities, and control progress with measurable targets. The course connects classic management practice with modern project tools, so learners can apply it to any project type or size. Furthermore, it covers scheduling, resource allocation, performance measurement, and corrective action in one connected workflow. In addition, participants practise with recognised frameworks and templates. As a result, they leave able to run projects with order, accountability, and clear reporting.

Planning, Organising & Controlling Projects Course Objectives

- Define project scope with charters, objectives, and deliverables.
- Build work breakdown structures and activity networks for any project.
- Develop schedules using Gantt charts and critical path analysis.
- Allocate resources with resource levelling and RACI charts.
- Set budgets and cost baselines with estimating techniques.
- Control progress with earned value management and milestone tracking.
- Design KPIs and dashboards for project performance reporting.
- Manage risks with a risk register and response planning.
- Apply change control to protect scope, cost, and schedule.
- Run effective project meetings, reviews, and corrective actions.

Course Methodology

- Workshop sessions built on real project planning scenarios.

- Guided practice with scheduling, resourcing, and control templates.
- Simulation exercises on delays, resource conflicts, and recovery.
- Group review of participant plans, charts, and reports.
- Case studies from IT, construction, and service projects.
- Action planning that turns each module into workplace practice.

Who Should Take This Course

- Project managers and project coordinators.
- Team leaders and supervisors running projects.
- Programme and PMO officers.
- Functional managers responsible for delivery.
- Engineers and specialists leading work packages.
- Administrators supporting project planning and reporting.

Planning, Organising & Controlling Projects Course Outlines

Day 1: Planning Foundations and Scope Definition

- Project life cycle and the planning discipline.
- Writing project charters and clear objectives.
- Defining scope, deliverables, and acceptance criteria.
- Building work breakdown structures.
- Identifying stakeholders and roles.
- Assumptions, constraints, and dependencies.
- Planning documentation and approval gates.

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Day 2: Scheduling and Time Planning

- Activity definition, sequencing, and duration estimating.
- Network diagrams and critical path method.
- Gantt charts, milestone charts, and baselines.
- Float analysis and schedule compression.
- Rolling wave planning for uncertain scope.
- Schedule updates and progress tracking rules.
- Time reporting and milestone reviews.

Day 3: Organising People, Roles, and Resources

- Organisational structures for projects.
- Responsibility assignment with RACI charts.
- Team formation, delegation, and accountability.
- Resource estimation, loading, and levelling.
- Managing shared and borrowed resources.
- Coordination with suppliers and subcontractors.
- Communication planning and meeting discipline.

Day 4: Controlling Cost and Performance

- Cost estimating and budget baseline development.
- Earned value management: PV, EV, AC, CPI, SPI.
- Variance analysis and root cause investigation.
- KPI selection and dashboard design.
- Progress reporting formats for different audiences.

- Forecasting cost and schedule at completion.
- Corrective action planning and recovery.

Day 5: Risk, Change, and Control Governance

- Risk identification, analysis, and response planning.
- Maintaining and updating the risk register.
- Issue management and escalation paths.
- Integrated change control and impact assessment.
- Quality control against acceptance criteria.
- Project review meetings and stage gates.
- Building a personal control action plan.

Conclusion

By successfully completing Planning, Organising & Controlling Projects, participants will gain a complete system for running projects with structure and accountability. They will have acquired practical skills in scope planning, scheduling, resource organisation, cost and performance control, and risk and change management. In addition, they will know how to report progress that supports fast decisions. Gentex Training Center delivers this course so professionals can apply disciplined project practice from the next working day.

FAQs for the Planning, Organising & Controlling Projects course

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Q1 What is the "Planning, Organising & Controlling Projects" course about?

It is a five-day programme on the three core project disciplines: planning work, organising people and resources, and controlling progress. It covers scope definition, scheduling, resource allocation, earned value measurement, risk and change control, and progress reporting.

Q2 What are the key benefits of the "Planning, Organising & Controlling Projects" course?

Participants plan projects more realistically, allocate resources without overload, and detect drift early. They improve accountability through clear roles, report progress with confidence, and recover delayed work faster. Organisations gain steadier delivery and fewer surprises during execution.

Q3 What skills will I gain from the "Planning, Organising & Controlling Projects" course?

You will gain project scope planning and scheduling, resource organisation and responsibility assignment, cost and performance control with earned value management, and risk, change, and progress reporting management.

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Q4 What tools, methods, or standards are covered in the "Planning, Organising & Controlling Projects" course?

The course covers project charters, work breakdown structures, network diagrams, the critical path method, Gantt and milestone charts, RACI charts, resource levelling, earned value management with CPI and SPI, risk registers, integrated change control, KPI dashboards, and PMBOK-based control processes.

Q5 How is the "Planning, Organising & Controlling Projects" course applied in real-world practice?

Participants apply it by writing charters, building baseline schedules, assigning responsibilities, tracking earned value, running stage-gate reviews, and processing change requests. Organisations use the same methods on technology rollouts, construction works, and internal improvement projects.