Project Execution and Control

Learn tools and processes to monitor and control a project to meet project requirements of time, cost, and quality. Class will include hands-on exercises to develop your skills in executing the work on a project according to the Project Management Plan, including managing people and resources from project initiation through project closure. Course is based on the Project Management Body of Knowledge (PMBOK® Guide) principles.

Who Should Take This Course?

This course is for anyone who leads projects and wants to acquire hands-on skills for managing and overseeing projects and team members. This is a required course for Green River's Project Management Certificate Program and can also count towards the education requirements for the Project Management Professional (PMP)® or Certified Associate in Project Management (CAPM)® exams through the Project Management Institute, Inc.

Course Objectives

- Explain effective team-building methods
- Discuss techniques for controlling the project baseline
- Describe techniques for managing stakeholder expectations
- Discuss methods of source selection
- Discuss procurement/contract management steps
- Explain the benefits of project audits
- Practice risk management tools
- Use Earned Value Management techniques to forecast project performance
- Report project performance
- Apply Quality Assurance and Quality Control tools
- Discuss the methods for improving project performance
- Apply techniques to verify project plan compliance
- Discuss key recovery steps for projects in trouble
- Discuss Project Termination and Closeout activities
- Discuss the importance of Lessons Learned documents
- Explain techniques for achieving customer satisfaction

CONTINUING EDUCATION
Course Outline

Course Info

- Length: 15 hours
- Format: Classroom instruction, demonstration and group exercises
- Prerequisite: Project Management Essentials

Course Content

Session 1:
- Explain effective team building methods:
    - Kick-off meetings
    - Team ground rules
    - Decision making and escalation
- Discuss techniques for controlling the project baseline
    - Apply configuration management to project baselines
    - Apply change management to the project baselines

Session 2:
- Describe techniques for managing Stakeholder expectations
- Discuss methods of source selection
- Discuss procurement/contract management steps
- Explain the benefits of project audits
- Practice using risk management tools

Session 3:
- Use Earned Value Management techniques to measure and forecast project performance
- Report project performance
    - Current performance
    - Expected performance

Session 4:
- Apply Quality Assurance and Quality Control tools
- Discuss methods for improving project performance
    - Corrective action
    - Preventive action
    - Process improvement
- Apply techniques to verify project plan compliance

Session 5:
- Discuss key recovery steps for projects in trouble

- Describe Project Termination and Closeout activities
- Discuss the importance of Lessons Learned documents
- Explain methods for achieving customer satisfaction

Assessment /Evaluation

This course is not assigned a letter or numerical grade. However, in some cases, skill assessments may be administered during the course to gauge progress and comprehension.

Course Completion Letters

If your company requires proof of course completion, if you need to document course hours for a certification exam, or if you would like to have proof for your own records, you may request a Continuing Education Unit (CEU) letter, **after the final session**. You must attend 80 percent of the course to qualify for the letter.* To request a CEU letter, please stop by the front desk after the last session of class and complete the CEU Request Form.

Certificates of Completion for Certificate Programs

Certificates of Completion are automatically given at the end of the certificate program to those who have registered for a certificate program series (after Part 2 for the Project Management Certificate) as long as attendance* and other program requirements have been met. If you complete a certificate program by taking courses individually (not through a series), please stop by the front desk and complete a Certificate Request Form. Attendance requirements for certificate programs vary by certificate and can be found by visiting Certificate Programs & Certifications on our website.

*Attendance for CEU letters and certificate programs is verified via the sign-in sheets provided at each class session. It is the students' responsibility to sign-in.

Green River College is committed to providing access to all who visit, work and study on campus. The College will provide reasonable accommodations for individuals with disabilities, with advance notice of need. If you require accommodations, please contact Disability Support Services as soon as possible to determine eligibility and/or request accommodations. Accommodations are determined on a case-by-case basis. Please contact Disability Support by email at dss@greenriver.edu; by phone at 253-833-9111, ext. 2631; TTY 253-288-3359; or in person at the Student Affairs and Success Center, Room 274, to request accommodations. For additional information, please visit www.greenriver.edu/student-affairs/disability-support-services.htm

The accommodations authorized on your forms should be discussed with your instructor. All discussions will remain confidential. Accommodations are not provided retroactively, so it is essential to discuss your needs at the beginning of the quarter. Additionally, only accommodations approved by Disability Support Services will be provided.
This syllabus is available in alternate formats upon request.

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