

PROJECT MANAGEMENT | COURSE BROCHURE

Project Management: Planning, Execution and Control

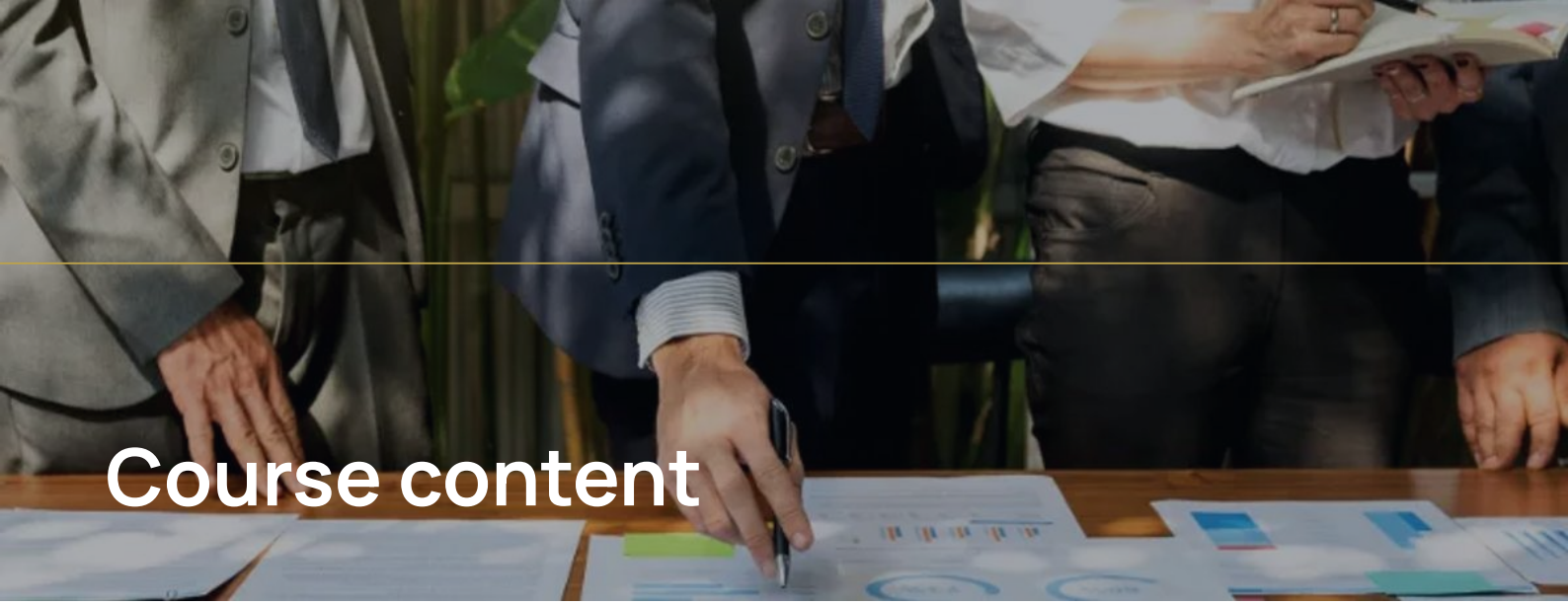
5 days | Classroom training | English

SMART HORIZON

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Course content

Why attend

This course provides a comprehensive framework for effective project management, focusing on planning, execution, and control. Participants will learn to apply methodologies and tools essential for managing projects successfully, ensuring timely delivery within scope and budget constraints.

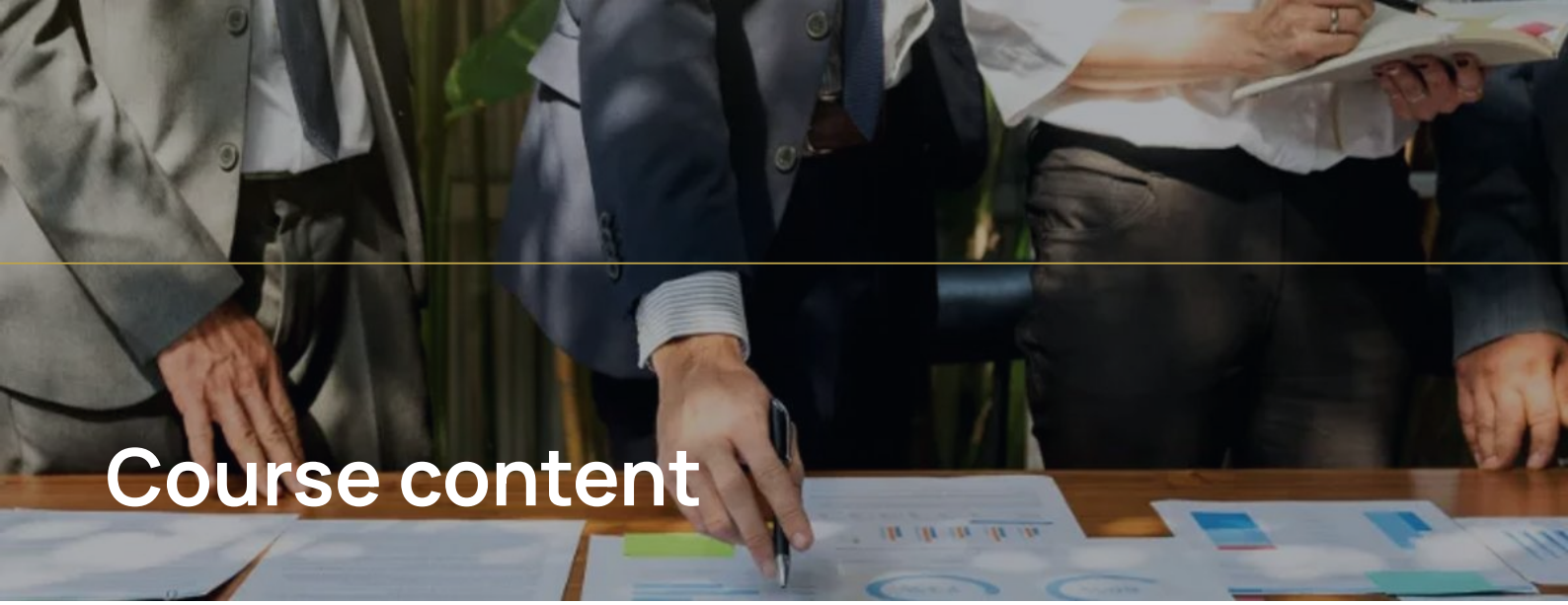
Project managers often face significant challenges in aligning project goals with stakeholder expectations, managing resources effectively, and navigating unforeseen risks. This course addresses these critical issues by equipping participants with structured planning techniques and execution strategies that enhance project outcomes. By mastering these elements, project managers can maintain project momentum, achieve objectives, and deliver value to stakeholders. Additionally, participants will learn to balance competing demands, ensuring that projects are completed on time and within budget, which is essential for organisational success and client satisfaction. These skills are crucial for fostering a collaborative environment that drives project success.
Effective project execution and control are vital for minimising risks and ensuring project success. Participants will engage in practical exercises that simulate real-world scenarios, allowing them to apply learned methodologies. This hands-on approach fosters the development of critical decision-making skills necessary for navigating complex project environments. Participants will practice assessing project performance, identifying variances, and implementing corrective actions. By the end of the course, they will be equipped to lead projects confidently, communicate effectively with stakeholders, and adapt to changing circumstances, ultimately driving project success and contributing to their organisation's strategic objectives. This capability is essential for enhancing overall project delivery and stakeholder satisfaction.

Professional Problems This Course Is Designed to Solve

- Unclear project scope, objectives and success criteria.
- Plans that do not account for resources, dependencies and risks.
- Weak monitoring of delivery and uncontrolled changes.

Course methodology

The course employs a blend of interactive workshops, case studies, and simulations to reinforce learning. Participants will engage in group exercises that mimic real project scenarios, allowing them to practice planning, execution, and control techniques. Each day includes specific tasks that require participants to apply theoretical concepts to practical situations. Outputs will include project plans, risk assessments, and performance reports, demonstrating their ability to apply learned methodologies effectively. This approach ensures that participants not only understand the principles of project management but also gain hands-on experience in managing projects from initiation to closure, preparing them for real-world challenges. The integration of collaborative activities further enhances teamwork and communication skills essential for successful project management.



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Course objectives

By the end of this course, participants will be able to:
• Analyse project requirements to develop a comprehensive project plan.
• Design a project schedule using Gantt charts and critical path methods.
• Assess project risks and develop mitigation strategies for identified risks.
• Prioritise project tasks based on resource availability and stakeholder input.
• Construct a project budget that aligns with project scope and objectives.
• Evaluate project performance using key performance indicators (KPIs) and provide recommendations for improvement.
• Implement effective communication strategies to engage stakeholders throughout the project lifecycle.

Target audience

This course is suitable for:
• Project Managers responsible for leading teams and delivering projects.
• Team Leaders involved in project execution and monitoring progress.
• Business Analysts who support project requirements and stakeholder communication.
• Operations Managers overseeing project integration with business processes.

Target competencies

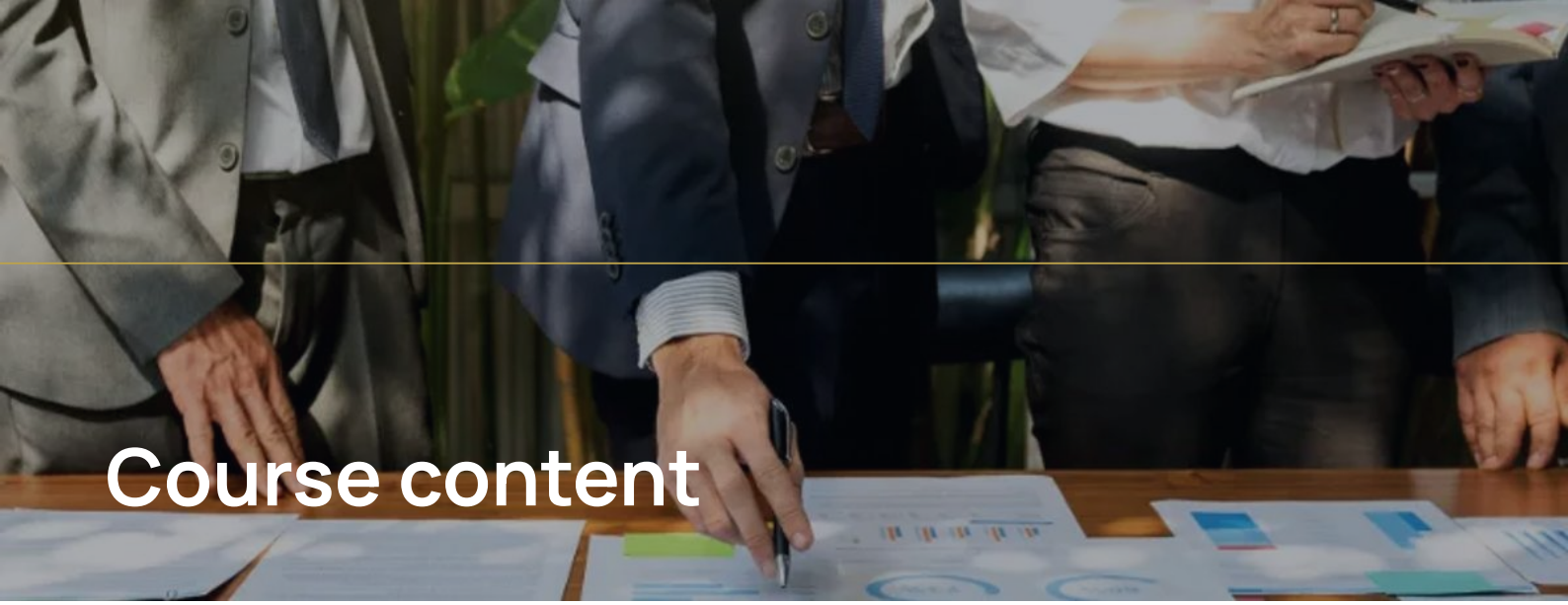
Participants will develop competencies in:
• Developing detailed project plans that align with strategic objectives.
• Utilising project management software for scheduling and resource allocation.
• Implementing risk management frameworks to identify and mitigate project risks.
• Communicating effectively with stakeholders throughout the project lifecycle.
• Monitoring project progress and making data-driven adjustments as necessary.
• Facilitating team collaboration to enhance project execution.

Course outline

Day 1: Foundations of Project Management

Applied activity: Participants will create a project charter for a fictional project, identifying stakeholders, scope, objectives, and deliverables using a structured template. They will also assess potential risks and outline initial strategies for stakeholder engagement.
Output: A completed project charter document outlining the project's key elements.

09:00–09:54	Understanding project management principles and methodologies, including PMBOK and Agile.



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09:54–10:48	Identifying project stakeholders, their roles, and expectations for successful outcomes.
10:48–11:00	Defining project scope and objectives clearly to avoid scope creep.
11:00–11:30	**Coffee break**
11:30–12:12	Defining project scope and objectives clearly to avoid scope creep. (continued)
12:12–13:06	Exploring the project lifecycle phases: initiation, planning, execution, monitoring, and closure.
13:06–14:00	Introduction to project management tools and software, such as MS Project and Trello.

Day 2: Project Planning Techniques

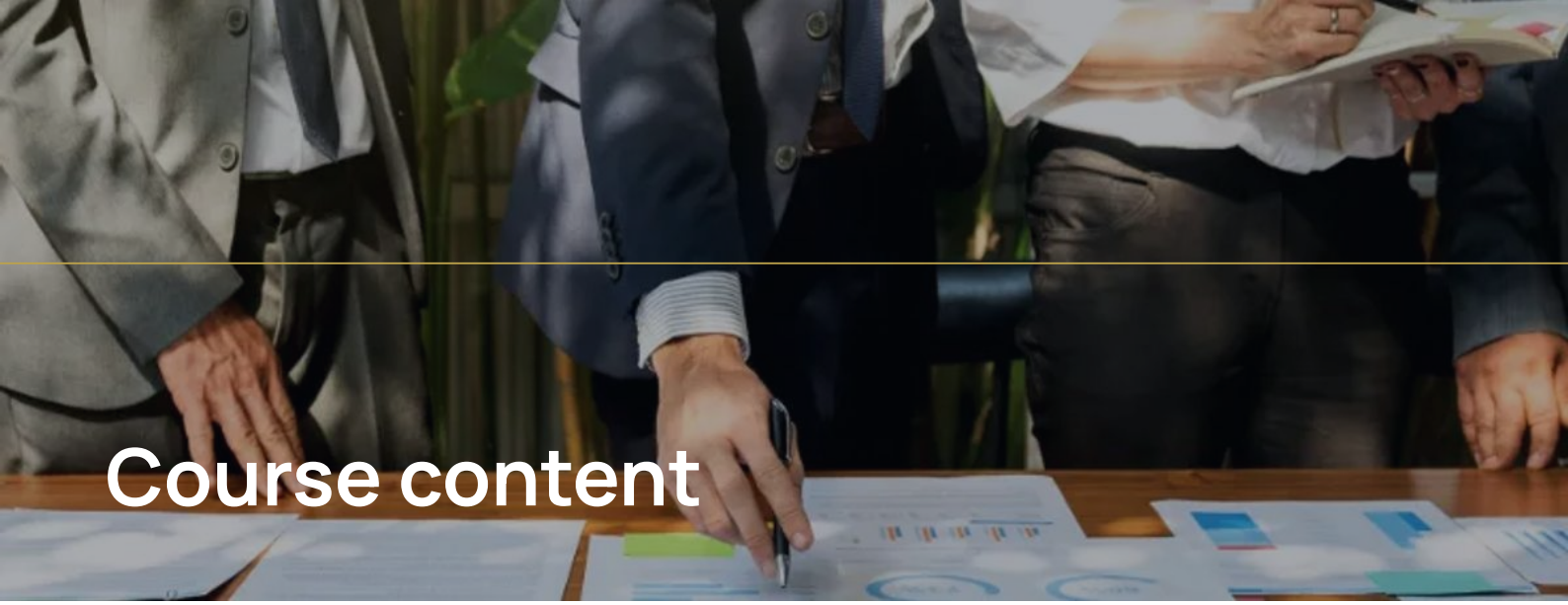
Applied activity: Using the WBS, participants will develop a detailed project schedule, including task dependencies, resource allocation, and timelines, ensuring all aspects are covered. They will also prepare a presentation to communicate the schedule to stakeholders.
Output: A comprehensive project schedule with Gantt chart and resource allocation details.

09:00–09:54	Developing a work breakdown structure (WBS) for detailed task identification and organisation.
09:54–10:48	Creating a project schedule with Gantt charts and critical path analysis to optimise timelines.
10:48–11:00	Estimating resources and time for project activities using estimation techniques like PERT.
11:00–11:30	**Coffee break**
11:30–12:12	Estimating resources and time for project activities using estimation techniques like PERT. (continued)
12:12–13:06	Setting milestones and deliverables for tracking progress against the project plan.
13:06–14:00	Integrating stakeholder feedback into project planning to ensure alignment and buy-in.

Day 3: Executing Projects Effectively

Applied activity: Participants will role-play a project team meeting to discuss progress, address challenges, and adjust the project plan accordingly, simulating real-world dynamics. They will practice conflict resolution and decision-making skills during the meeting.
Output: Meeting minutes summarising decisions, action items, and adjustments to the project plan.

09:00–09:54	Implementing project plans and managing team dynamics to foster collaboration and productivity.
09:54–10:48	Utilising communication tools for team collaboration, including virtual meeting platforms and project management software.



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10:48–11:00	Applying Agile methodologies for iterative project execution and continuous improvement.
11:00–11:30	**Coffee break**
11:30–12:12	Applying Agile methodologies for iterative project execution and continuous improvement. (continued)
12:12–13:06	Monitoring project progress and adapting plans as needed to address challenges and changes.
13:06–14:00	Managing stakeholder expectations during execution through regular updates and feedback sessions.

Day 4: Controlling and Monitoring Projects

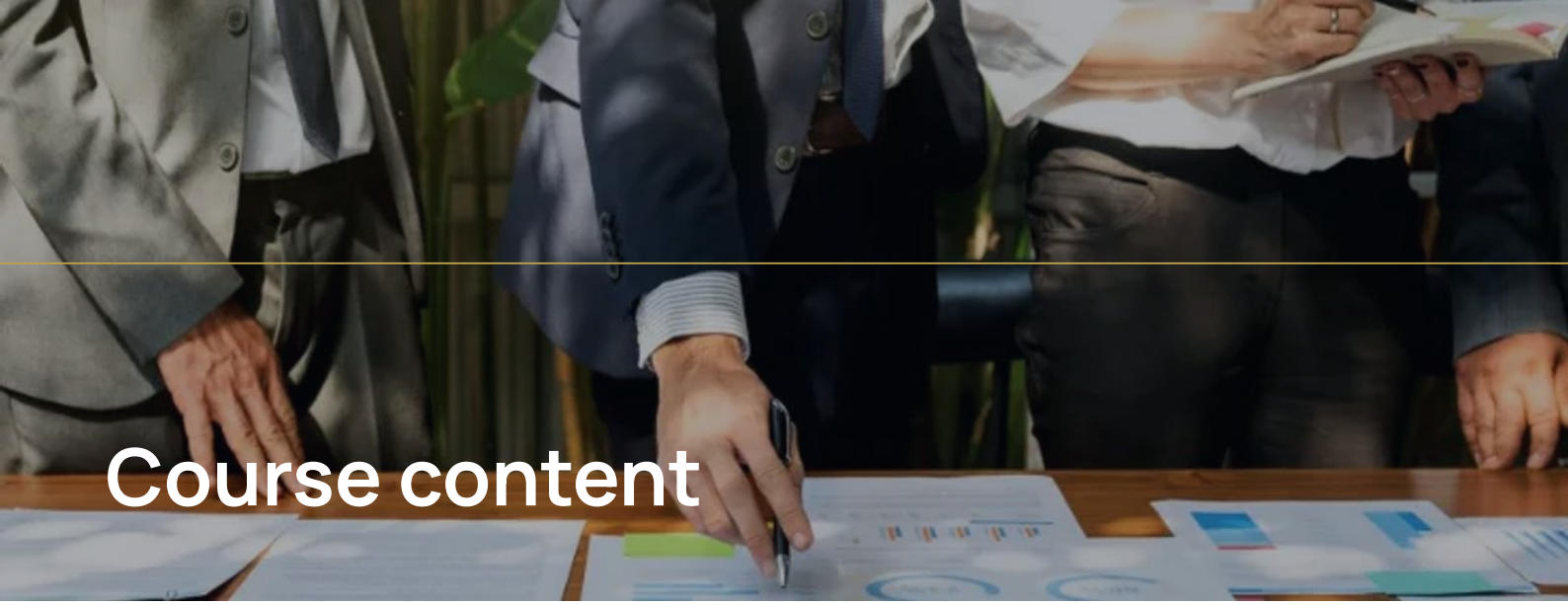
Applied activity: Participants will analyse a case study with performance data to identify variances, assess their impact, and propose corrective actions to realign the project. They will also prepare a report to present their findings to stakeholders.
Output: A report detailing performance analysis, variances identified, and recommended corrective actions.

09:00–09:54	Establishing key performance indicators (KPIs) for project success and tracking progress effectively.
09:54–10:48	Using earned value management (EVM) to assess project performance against budget and schedule.
10:48–11:00	Conducting regular project reviews and status updates to ensure alignment with objectives.
11:00–11:30	**Coffee break**
11:30–12:12	Conducting regular project reviews and status updates to ensure alignment with objectives. (continued)
12:12–13:06	Identifying and addressing project variances promptly to mitigate risks and delays.
13:06–14:00	Implementing corrective actions to keep projects on track and aligned with stakeholder expectations.

Day 5: Integrated Project Management Simulation

Applied activity: Teams will manage a simulated project from initiation to closure, making decisions based on evolving project scenarios and stakeholder inputs, simulating real project dynamics. They will also present their project outcomes to a panel of stakeholders for feedback.
Output: A final project report summarising outcomes, lessons learned, and future recommendations for project management practices.

09:00–09:54	Applying all learned concepts in a simulated project environment to reinforce skills and knowledge.



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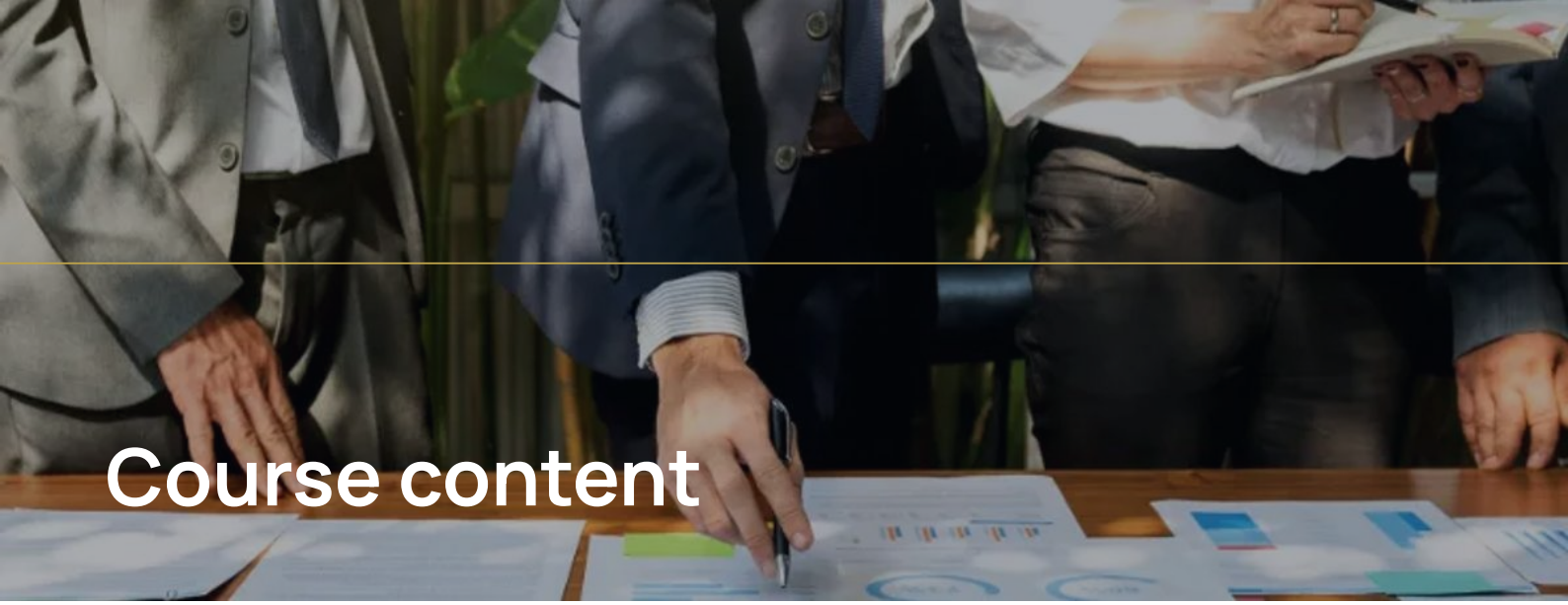
09:54–10:48	Collaborating in teams to manage a complex project scenario, making decisions based on evolving project data.
10:48–11:00	Making real-time decisions based on project data and stakeholder feedback to drive project success.
11:00–11:30	**Coffee break**
11:30–12:12	Making real-time decisions based on project data and stakeholder feedback to drive project success. (continued)
12:12–13:06	Evaluating project outcomes against initial objectives and KPIs to assess overall performance.
13:06–14:00	Reflecting on lessons learned and areas for improvement to enhance future project management practices.

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.

Dates, venues and fees

Current published course plans. Fees are per participant in EUR, excluding unconfirmed taxes.

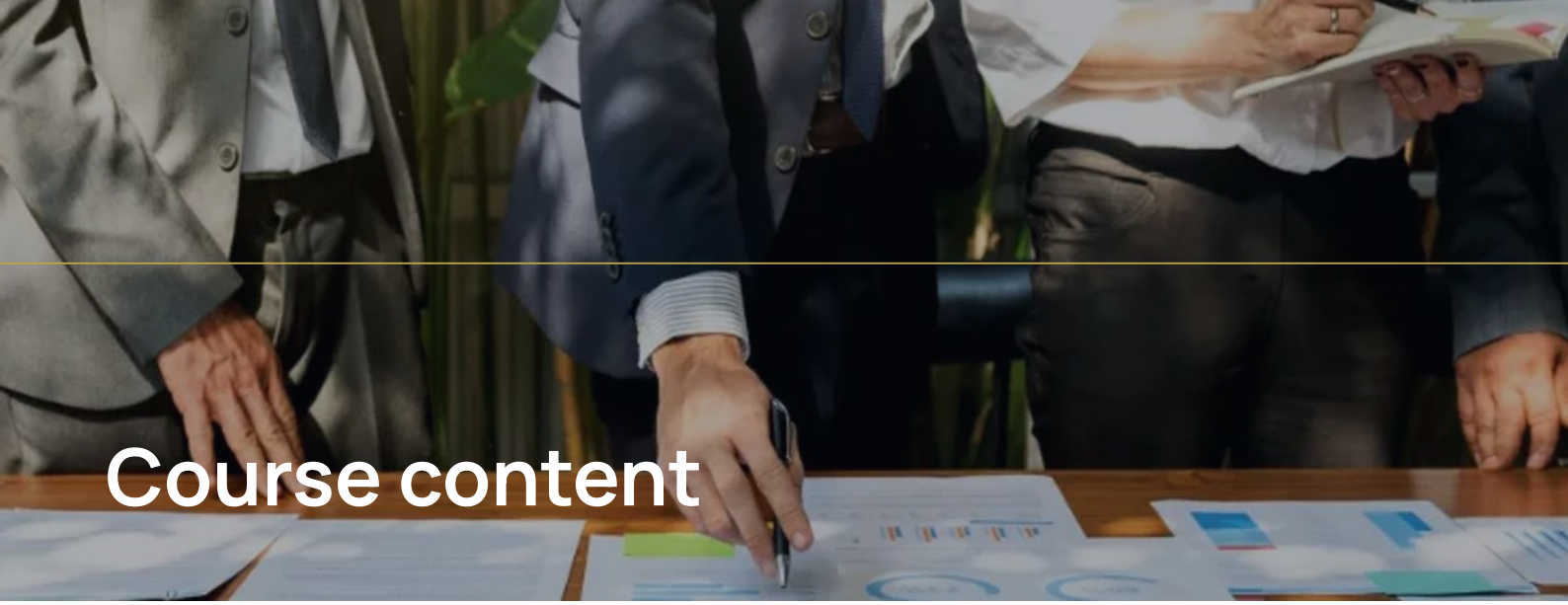
Venue	Start date	End date	Fee (EUR)
Vienna Confirmed dates	9 Nov 2026	13 Nov 2026	**€2,940.-**
Online Confirmed dates	9 Nov 2026	13 Nov 2026	**€1,250.-**
Kuala Lumpur Confirmed dates	16 Nov 2026	20 Nov 2026	**€1,450.-**
Online Confirmed dates	16 Nov 2026	20 Nov 2026	**€1,250.-**



Course content

Dates, venues and fees (continued)

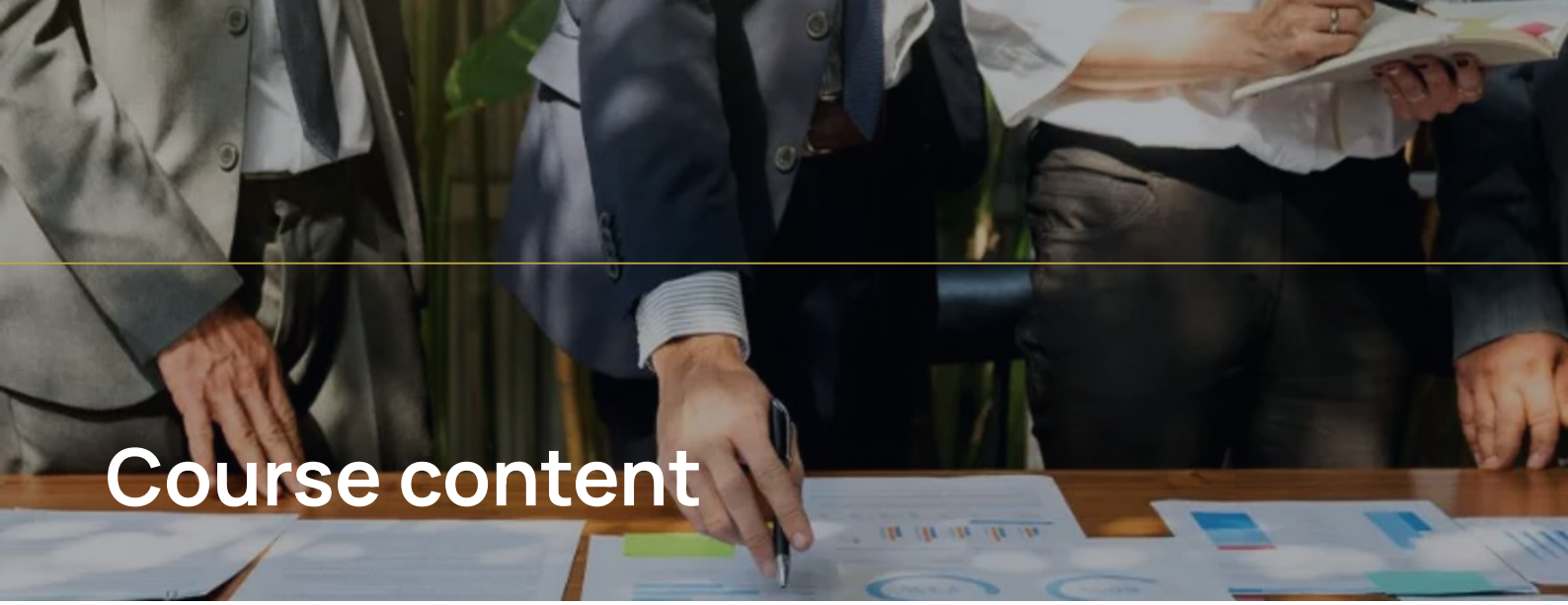
Venue	Start date	End date	Fee (EUR)
Paris Confirmed dates	7 Dec 2026	11 Dec 2026	**€2,860.-**
Online Confirmed dates	7 Dec 2026	11 Dec 2026	**€1,250.-**
Istanbul Confirmed dates	14 Dec 2026	18 Dec 2026	**€2,650.-**
Online Confirmed dates	14 Dec 2026	18 Dec 2026	**€1,250.-**
Amsterdam Confirmed dates	4 Jan 2027	8 Jan 2027	**€2,540.-**
Online Confirmed dates	4 Jan 2027	8 Jan 2027	**€1,250.-**
Singapore Confirmed dates	18 Jan 2027	22 Jan 2027	**€2,820.-**
Online Confirmed dates	18 Jan 2027	22 Jan 2027	**€1,250.-**
London Confirmed dates	1 Feb 2027	5 Feb 2027	**€2,450.-**



Course content

Dates, venues and fees (continued)

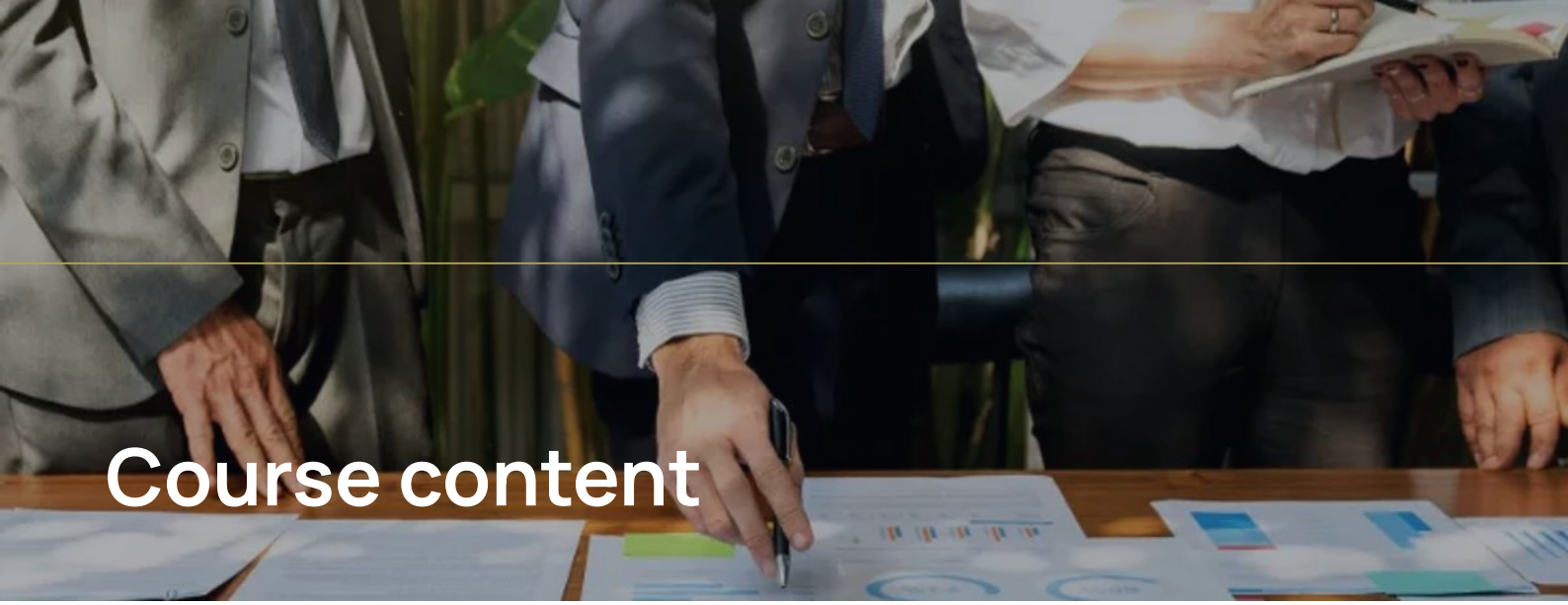
Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	1 Feb 2027	5 Feb 2027	**€1,250.-**
Rome Confirmed dates	8 Feb 2027	12 Feb 2027	**€2,450.-**
Online Confirmed dates	8 Feb 2027	12 Feb 2027	**€1,250.-**
Dubai Confirmed dates	15 Feb 2027	19 Feb 2027	**€3,150.-**
Online Confirmed dates	15 Feb 2027	19 Feb 2027	**€1,250.-**
Frankfurt Confirmed dates	1 Mar 2027	5 Mar 2027	**€2,650.-**
Online Confirmed dates	1 Mar 2027	5 Mar 2027	**€1,250.-**
Kuala Lumpur Confirmed dates	15 Mar 2027	19 Mar 2027	**€1,450.-**
Online Confirmed dates	15 Mar 2027	19 Mar 2027	**€1,250.-**



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Dates, venues and fees (continued)

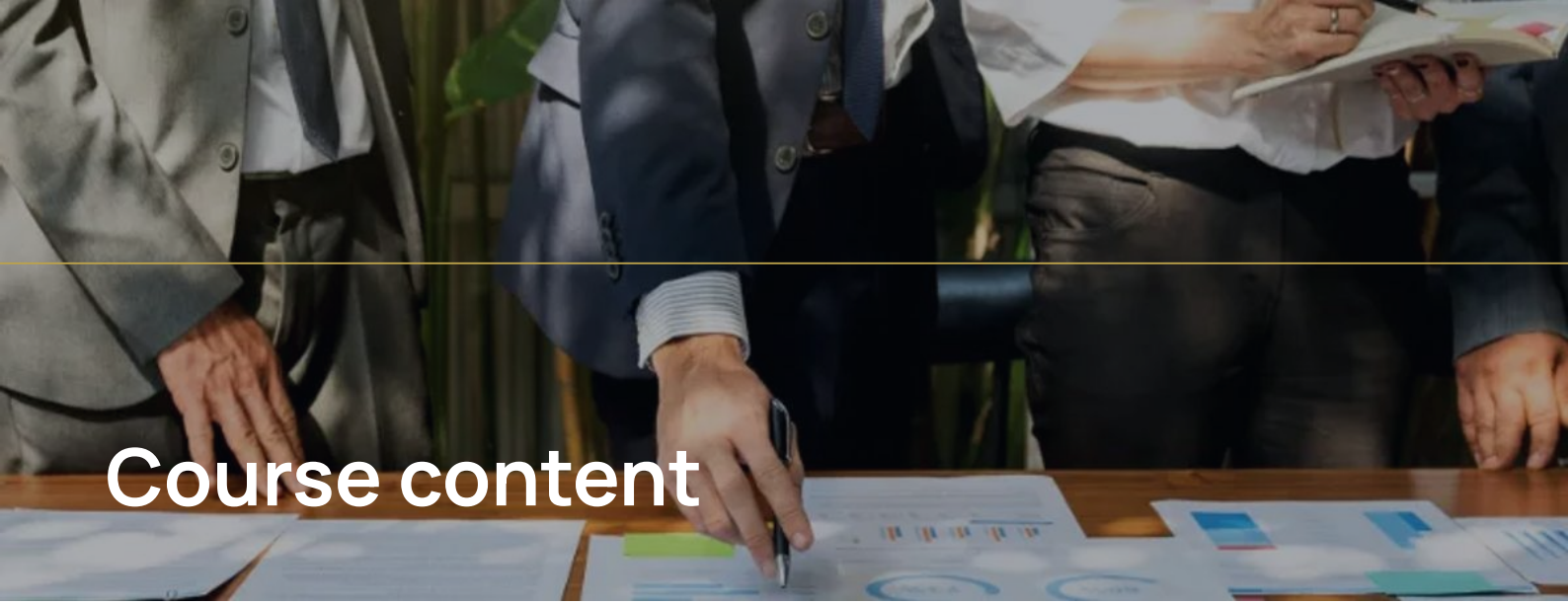
Venue	Start date	End date	Fee (EUR)
Cape Town Confirmed dates	29 Mar 2027	2 Apr 2027	**€1,890.-**
Online Confirmed dates	29 Mar 2027	2 Apr 2027	**€1,250.-**
Paris Confirmed dates	5 Apr 2027	9 Apr 2027	**€2,860.-**
Online Confirmed dates	5 Apr 2027	9 Apr 2027	**€1,250.-**
Istanbul Confirmed dates	19 Apr 2027	23 Apr 2027	**€2,650.-**
Online Confirmed dates	19 Apr 2027	23 Apr 2027	**€1,250.-**
Amsterdam Confirmed dates	3 May 2027	7 May 2027	**€2,540.-**
Online Confirmed dates	3 May 2027	7 May 2027	**€1,250.-**
Singapore Confirmed dates	17 May 2027	21 May 2027	**€2,820.-**



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Dates, venues and fees (continued)

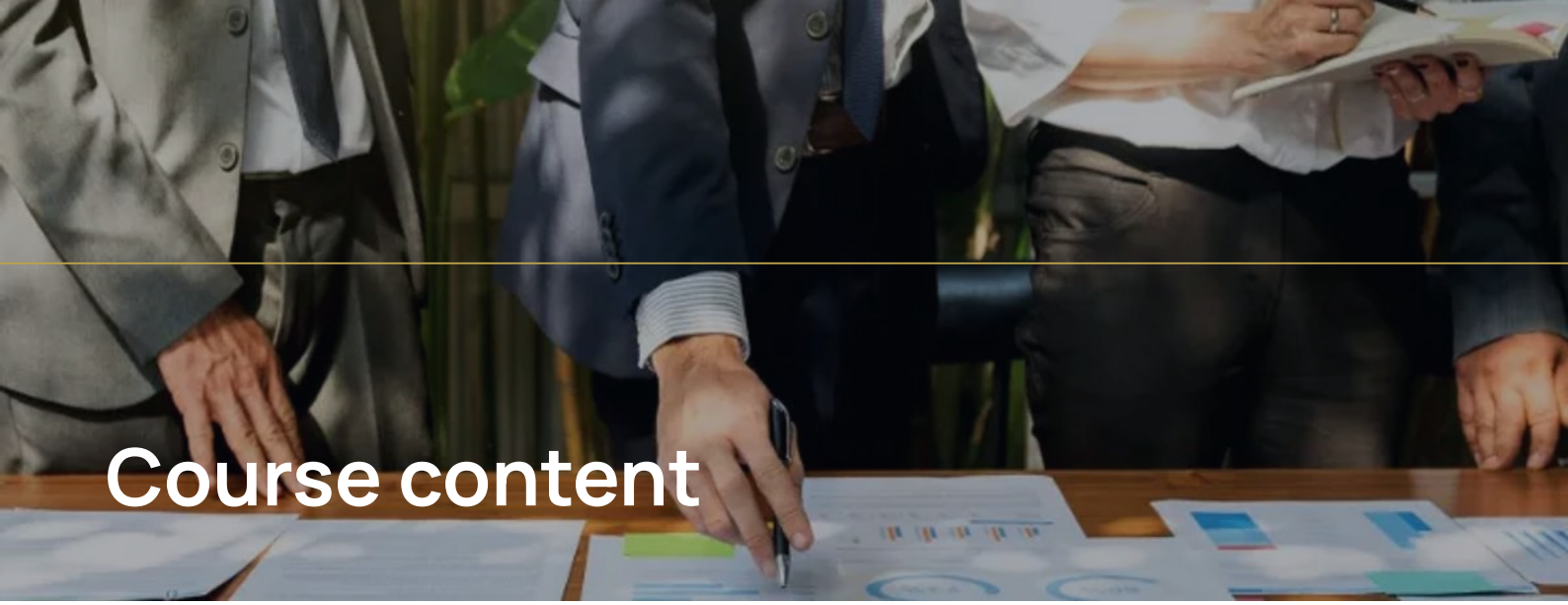
Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	17 May 2027	21 May 2027	**€1,250.-**
Barcelona Confirmed dates	31 May 2027	4 Jun 2027	**€2,840.-**
Online Confirmed dates	31 May 2027	4 Jun 2027	**€1,250.-**
London Confirmed dates	7 Jun 2027	11 Jun 2027	**€2,450.-**
Online Confirmed dates	7 Jun 2027	11 Jun 2027	**€1,250.-**
Dubai Confirmed dates	21 Jun 2027	25 Jun 2027	**€3,150.-**
Online Confirmed dates	21 Jun 2027	25 Jun 2027	**€1,250.-**
Frankfurt Confirmed dates	5 Jul 2027	9 Jul 2027	**€2,650.-**
Online Confirmed dates	5 Jul 2027	9 Jul 2027	**€1,250.-**



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Dates, venues and fees (continued)

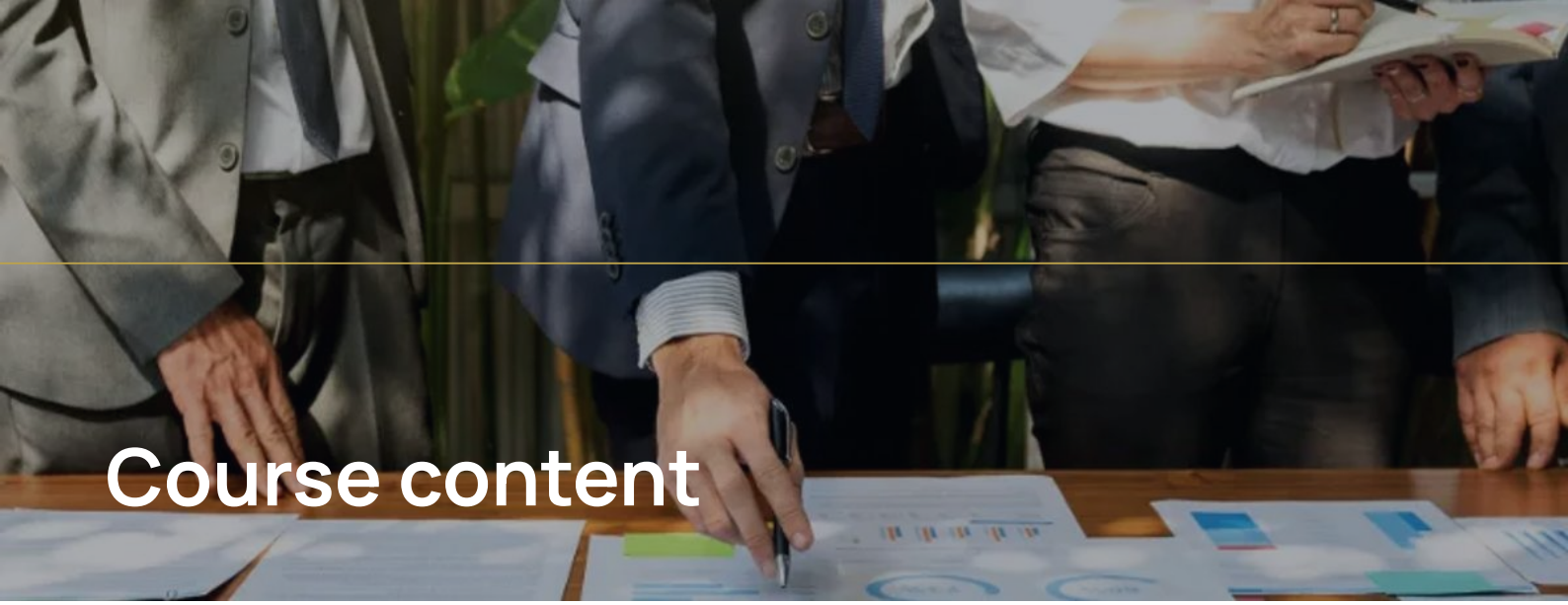
Venue	Start date	End date	Fee (EUR)
Kuala Lumpur Confirmed dates	19 Jul 2027	23 Jul 2027	**€1,450.-**
Online Confirmed dates	19 Jul 2027	23 Jul 2027	**€1,250.-**
Paris Confirmed dates	2 Aug 2027	6 Aug 2027	**€2,860.-**
Online Confirmed dates	2 Aug 2027	6 Aug 2027	**€1,250.-**
Cape Town Confirmed dates	9 Aug 2027	13 Aug 2027	**€1,890.-**
Online Confirmed dates	9 Aug 2027	13 Aug 2027	**€1,250.-**
Istanbul Confirmed dates	16 Aug 2027	20 Aug 2027	**€2,650.-**
Online Confirmed dates	16 Aug 2027	20 Aug 2027	**€1,250.-**
Amsterdam Confirmed dates	6 Sept 2027	10 Sept 2027	**€2,540.-**



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Dates, venues and fees (continued)

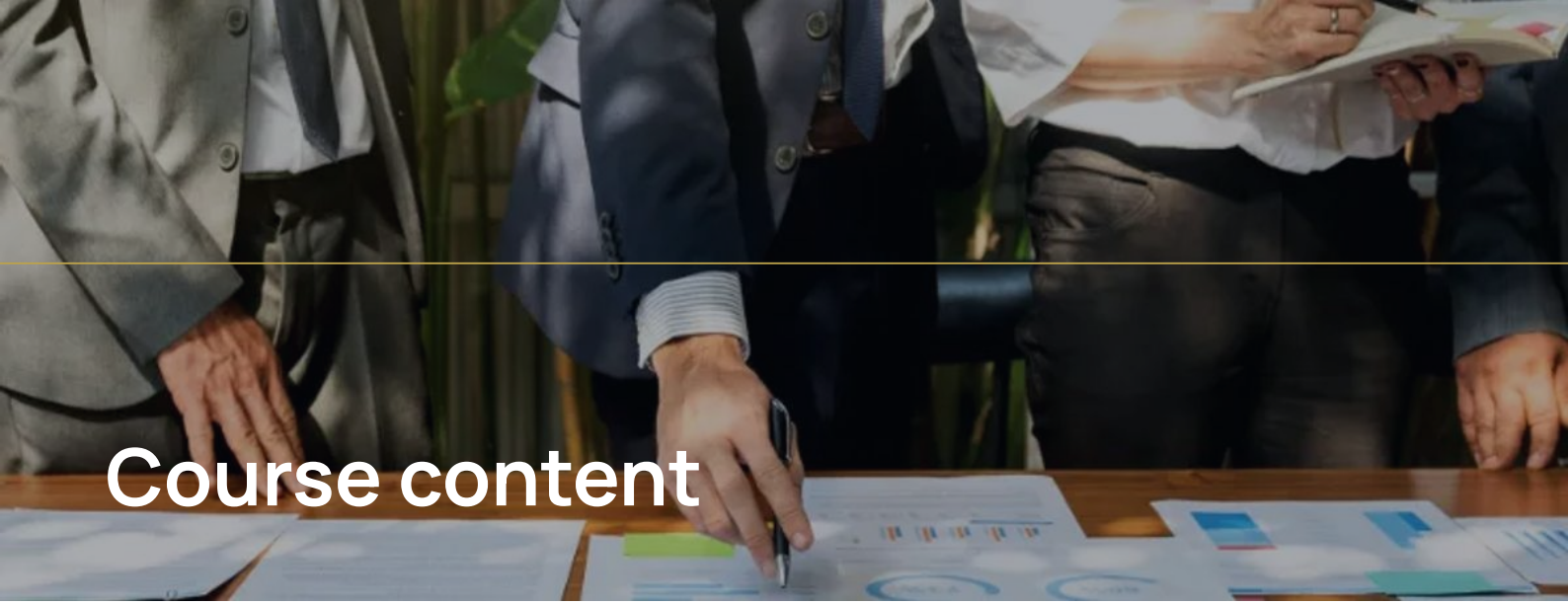
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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Frankfurt Confirmed dates	1 Nov 2027	5 Nov 2027	**€2,650.–**
Online Confirmed dates	1 Nov 2027	5 Nov 2027	**€1,250.–**
Kuala Lumpur Confirmed dates	15 Nov 2027	19 Nov 2027	**€1,450.–**
Online Confirmed dates	15 Nov 2027	19 Nov 2027	**€1,250.–**
Paris Confirmed dates	6 Dec 2027	10 Dec 2027	**€2,860.–**
Online Confirmed dates	6 Dec 2027	10 Dec 2027	**€1,250.–**
Istanbul Confirmed dates	13 Dec 2027	17 Dec 2027	**€2,650.–**
Online Confirmed dates	13 Dec 2027	17 Dec 2027	**€1,250.–**



Course content

Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

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