

Course Syllabus Project Control & Close

Prerequisite:

Project Planning

Purpose:

The purpose of this course is to familiarize Seattle Children's Research Institute's staff to the various techniques used to monitor the progress of a project and apply the appropriate controls to ensure a quality project. Furthermore, the processes utilized to properly close a project will also be discussed.

Topics Covered:

- Monitoring project performance?
 - Earned Value Measurement (EVM) and performance indices.
 - Forecasting
 - Schedule control
 - Fast tracking
 - Crashing
- Change Management
 - Change control system
 - Roles and responsibilities
 - Defining the process
 - Verifying the scope
- Project Closure
 - Contracts closure
 - Administrative closure
 - Process Improvement- Lessons Learned

Learning Objectives:

Upon completion of this course, staff should be able to use project progress reports to calculate EVM metrics, performance indices, and forecasts. They should then be able to determine the overall health of the project and apply any corrective or preventative actions if necessary. Finally, staff should be able to properly close a project including completing contractual obligations and reviewing project documentation for continuous improvement.