

COURSE OVERVIEW PM0671
Project Plan Execution

Course Title

Project Plan Execution

Course Date/Venue

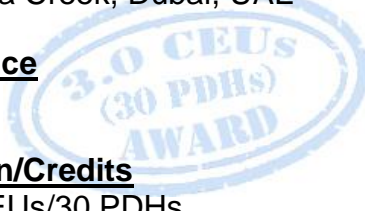
August 03-07, 2025/Tamra Meeting Room,
 Al Bandar Rotana Creek, Dubai, UAE

Course Reference

PM0671

Course Duration/Credits

Five days/3.0 CEUs/30 PDHs



Course Description



This practical and highly-interactive course includes various practical sessions and exercises. Theory learnt will be applied using our state-of-the-art simulators.



This course is designed to provide participants with a detailed and up-to-date overview of Project Plan Execution. It covers the project execution in the lifecycle, project manager's role during execution and mobilizing project teams and resources; verifying project baseline and reviewing risk, quality and communication plans; the stakeholder alignment and approvals and mobilization checklist; the tools and systems for execution; managing project scope during execution and executing project schedule; the cost control and budget tracking, earned value management (EVM) in execution and progress measurement techniques; the quality inspection plans and monitoring quality KPIs; and managing non-conformance reports (NCRs) and continuous quality improvement.



Further, the course will also discuss the risk monitoring, response implementation, project communications during execution, team leadership and motivation; managing stakeholder expectations by providing consistent and transparent updates; handling changing priorities, managing stakeholder conflicts and recording and responding to stakeholder feedback; executing procurement and contracts; and changing management during execution.

During this interactive course, participants will learn the resource management and optimization, integrated execution control and performance reporting and forecasting; reviewing completed versus planned deliverables and closing project work packages; conducting milestone acceptance reviews and preparing final progress reports; integrating execution with project closure; and managing execution documentation and execution performance review.

Course Objectives

Upon the successful completion of this course, each participant will be able to:-

- Apply and gain an in-depth knowledge on project plan execution
- Discuss project execution in the lifecycle, project manager's role during execution and mobilize project teams and resources
- Verify project baseline, review risk, quality and communication plans and apply stakeholder alignment and approvals and mobilization checklist
- Identify the tools and systems for execution and manage project scope during execution
- Execute project schedule and apply cost control and budget tracking, earned value management (EVM) in execution and progress measurement techniques
- Implement quality inspection plans, monitor quality KPIs, manage non-conformance reports (NCRs) and apply continuous quality improvement
- Carry out risk monitoring and response implementation, project communications during execution, team leadership and motivation
- Manage stakeholder expectations by providing consistent and transparent updates, handling changing priorities, managing stakeholder conflicts and recording and responding to stakeholder feedback
- Execute procurement and contracts and apply change management during execution
- Employ resource management and optimization, integrated execution control and performance reporting and forecasting
- Review completed versus planned deliverables, close project work packages, conduct milestone acceptance reviews and prepare final progress reports
- Integrate execution with project closure, manage execution documentation and apply execution performance review

Exclusive Smart Training Kit - H-STK®



Participants of this course will receive the exclusive “Haward Smart Training Kit” (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes **electronic version** of the course materials conveniently saved in a **Tablet PC**.

Who Should Attend


This course provides an overview of all significant aspects and considerations of project plan execution for project managers, team members, stakeholders, subject matter experts (SMEs), quality assurance/testing team, administrators and resource managers and other technical staff.

Course Certificate(s)


Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.

Certificate Accreditations

Certificates are accredited by the following international accreditation organizations: -

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British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

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The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units** (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



Mr. Douglas Robinson, MBA, BSc (Honors), Dip, is currently the **President of DSR Consulting** and the **Professor of Business Studies Unit (BSU)** at **Durban Institute of Technology (DIT)**, where he is lecturing at **MBA level** in **Project Management Plan, Project Management Essentials, Technical Project Management, Project Work Monitoring & Control, Project Scope Management, Project Time Management, Project Cost Management, Project Human Resource Management and Project Communications Management, Project Procurement Management, Analyzing Project Financial Data, Commercial Management, Quality Management**

System (QMS), Project Quality Management, Value Engineering, Quality Assurance, Project Management, Project Risk Management, Risk Identification Tools & Techniques, Project Life Cycle, Project Stakeholder & Governance, Project Management Processes, Project Integration Management, Financial & Credit Risk Management, Advanced Commercial Analysis, Suppliers & Contractors Management, Contract Administration & Cost Control, Effective Contract Risk Management, Presentation Skills, Negotiation Skills, Industrial Relationships, Driving Performance, Performance Measurement, Time Management Techniques, Organizing Daily Activities, Handling Difficulties & Pressure, Productivity & Feedback Management, Problem Solving & Decision Making, ISO 9001 Lead Auditor, Commercial Negotiation & Legal Aspects, Logistics & Supply Chain Management, Quality Management, Project Financial Planning, Financial Management, Materials Inventory Management, Budgeting & Cost Control, Project Accounting, Project Management, Contract Management, Operations Management, Procurement Management, Entrepreneurship and International Business

Mr. Robinson has over **40 years** of international experience in **Contract Management, Quality Management, ISO Standards, Logistics & Supply Chain Management, Procurement, Purchasing, Outsourcing Strategies, Project Management, Business Systems, Operations Management and Business Re-Organization**. Further, he is a **Registered Assessor of Quality Management, Logistics, Supply Chain Management, Procurement Strategies, Purchasing and Outsourcing**.

As a leader in the **Quality, Procurement and Logistics** fields, Mr. Robinson facilitated in-house skills development programmes in a lot of companies worldwide and has **extensive consulting experience** in both the public and private sectors. His experience includes implementing SAP system in Procurement, financial, sales, distribution, materials management and costing.

During his long career life, Mr. Robinson worked for many **International companies** such as Tiger Brands, Nestle's, Mondi Manufacturing, Mondi Forests, Masonite Africa Ltd., Frame etc. He worked as **General Manager, Quality Manager, Procurement Manager, Financial Manager, Contracts Manager, Logistics Manager, Logistics Superintendent, Project Manager, Purchasing Supervisor, SAP Facilitator, etc.**

Due to his thorough and long experience and knowledge, Mr. Robinson is **recognized internationally** as an **Expert** in **Logistics & Supply Chain Management, Procurement, Purchasing, Outsourcing, Strategic planning, business wellness analysis, Contract management, Project Management, feasibility studies, financial analysis, cash-flow forecasting, Capital investment analysis, risk analysis, Business process analysis, and Quality Management Systems**.

Mr. Robinson has a **Master's degree in Business Administration (MBA)** from the **University of Durban-Westville**, a **Bachelor's degree with Honors in Business Management and Administration** and **Diplomas in Medical Technology, Marketing Management, Business Management and Project Management** from the **University of Rhodesia** and from the **Damelin Management School** respectively. Further, he is a **Certified Instructor/Trainer, a Certified Trainer/Assessor** by the **Institute of Leadership & Management (ILM)**, an active member of international professional affiliations and delivered innumerable trainings, courses, workshops and seminars globally.

Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

- 30% Lectures
- 20% Practical Workshops & Work Presentations
- 30% Hands-on Practical Exercises & Case Studies
- 20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

Course Fee

US\$ 5,500 per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the workshop for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1: Sunday, 03rd of August 2025

0730 – 0800	Registration & Coffee
0800 – 0815	Welcome & Introduction
0815 – 0830	PRE-TEST
0830 – 0930	Understanding Project Execution in the Lifecycle Position of Execution in the Project Lifecycle • Inputs & Prerequisites for Effective Execution • Transition from Planning to Execution Phase • Key Outputs of Execution Phase
0930 – 0945	Break
0945 – 1030	Project Manager's Role During Execution Leadership versus Coordination Responsibilities • Decision-Making Under Pressure • Interface Management with Stakeholders & Teams • Delegation & Accountability
1030 – 1130	Mobilizing Project Teams & Resources Resource Allocation & Onboarding • Communication of Project Goals & Roles • Establishing Execution Start Meetings (Kick-Offs) • Tracking Resource Readiness & Performance
1130 – 1215	Project Execution Readiness Review Verifying the Project Baseline (Scope, Schedule, Cost) • Review of Risk, Quality & Communication Plans • Stakeholder Alignment & Approvals • Mobilization Checklist
1215 – 1230	Break



1230 – 1330	Tools & Systems for Execution PMIS & Project Dashboards • Collaboration & Communication Tools (Teams, Slack) • Issue & Task Tracking Systems • Document Control Platforms
1330 – 1420	Workshop: Execution Kick-Off Simulation Conducting a Mock Execution Launch Meeting • Review Project Objectives & Deliverables • Team Mobilization Plan • Define Execution Success Criteria
1420 – 1430	Recap Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day One

Day 2: Monday, 04th of August 2025

0730 – 0830	Managing Project Scope During Execution Reviewing WBS & Deliverables • Tracking Scope Completion versus Creep • Handling Change Requests • Updating Scope Documentation
0830 – 0930	Executing the Project Schedule Validating Activity Start & Finish • Updating Progress & Resolving Delays • Managing Float & Critical Path • Daily/Weekly Schedule Reviews
0930 – 0945	Break
0945 – 1100	Cost Control & Budget Tracking Monitoring Actual versus Planned Costs • Recording Committed Costs & Accruals • Forecasting Final Project Costs (EAC) • Controlling Cost Overruns & Rebaselining
1100 – 1215	Earned Value Management (EVM) in Execution Calculating PV, EV & AC • SPI & CPI Performance Indicators • Forecasting Cost & Time Variances • Integrating EVM with Reports
1215 – 1230	Break
1230 – 1330	Progress Measurement Techniques 0/100, 50/50 & Percent-Complete Methods • Physical versus Financial Progress Tracking • Use of S-Curves & Trend Charts • Progress Reporting & Validation
1330 – 1420	Workshop: Update & Review of Execution Progress Hands-on with Gantt Chart & Earned Value Data • Progress Deviation Identification • Drafting a Recovery Plan • Presenting Current Project Status
1420 – 1430	Recap Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day Two

Day 3: Tuesday, 05th of August 2025

0730 – 0830	Executing Quality Assurance & Control Implementing Quality Inspection Plans • Monitoring Quality KPIs • Managing Non-Conformance Reports (NCRs) • Continuous Quality Improvement
0830 – 0930	Risk Monitoring & Response Implementation Tracking Risk Triggers & Early Warning Signs • Executing Mitigation & Contingency Plans • Recording New Risks & Updating Risk Register • Escalation & Communication of Major Risks
0930 – 0945	Break



0945 – 1100	Project Communications During Execution Regular Reporting Formats (Daily, Weekly, Monthly) • Stakeholder Engagement & Updates • Crisis Communication Practices • Visual Dashboards & Project Boards
1100 – 1215	Team Leadership & Motivation Managing Team Dynamics & Morale • Conflict Resolution Techniques • Performance Coaching & Feedback • Recognition & Reward During Execution
1215 – 1230	Break
1230 – 1330	Managing Stakeholder Expectations Providing Consistent & Transparent Updates • Handling Changing Priorities • Managing Stakeholder Conflicts • Recording & Responding to Stakeholder Feedback
1330 – 1420	Workshop: Risk-Quality-Communication Integration Scenario-Based Risk Escalation Exercise • Preparing a Quality Compliance Snapshot • Drafting an Execution Phase Communication Log • Peer Review & Discussion
1420 – 1430	Recap Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day Three

Day 4: Wednesday, 06th of August 2025

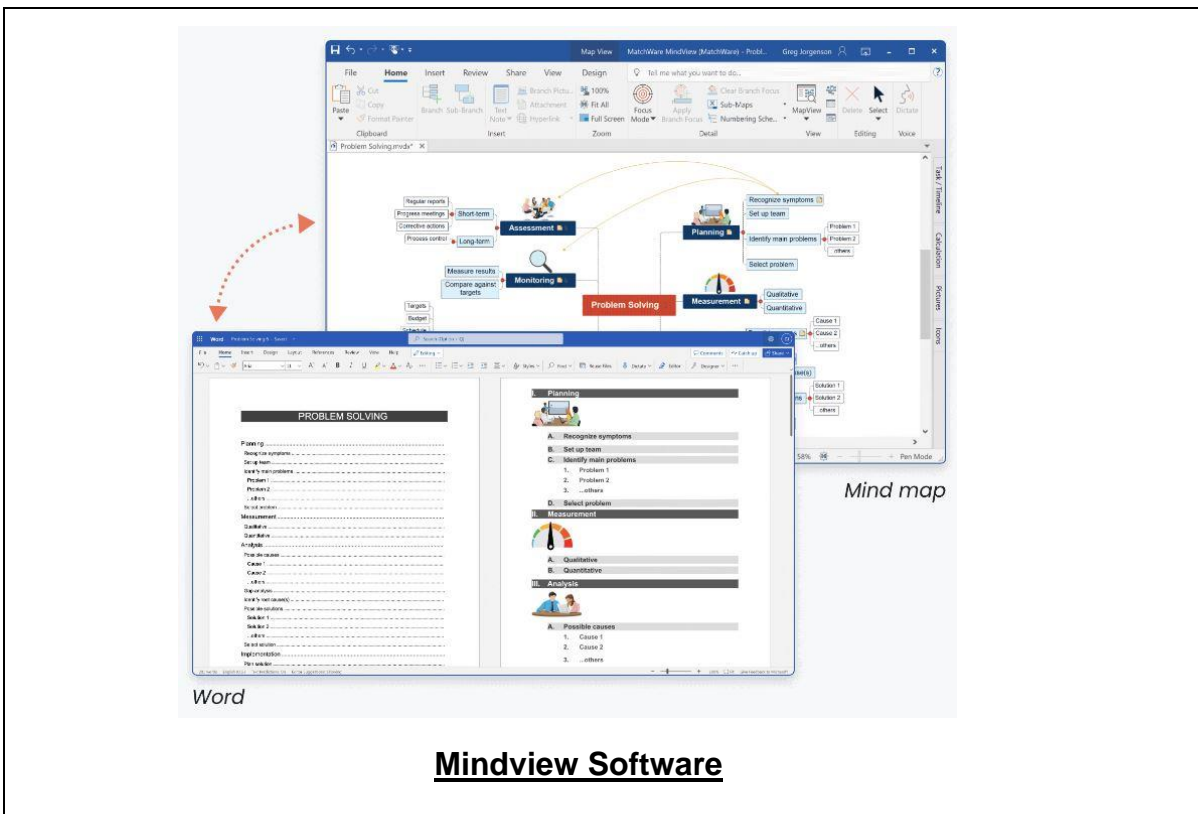
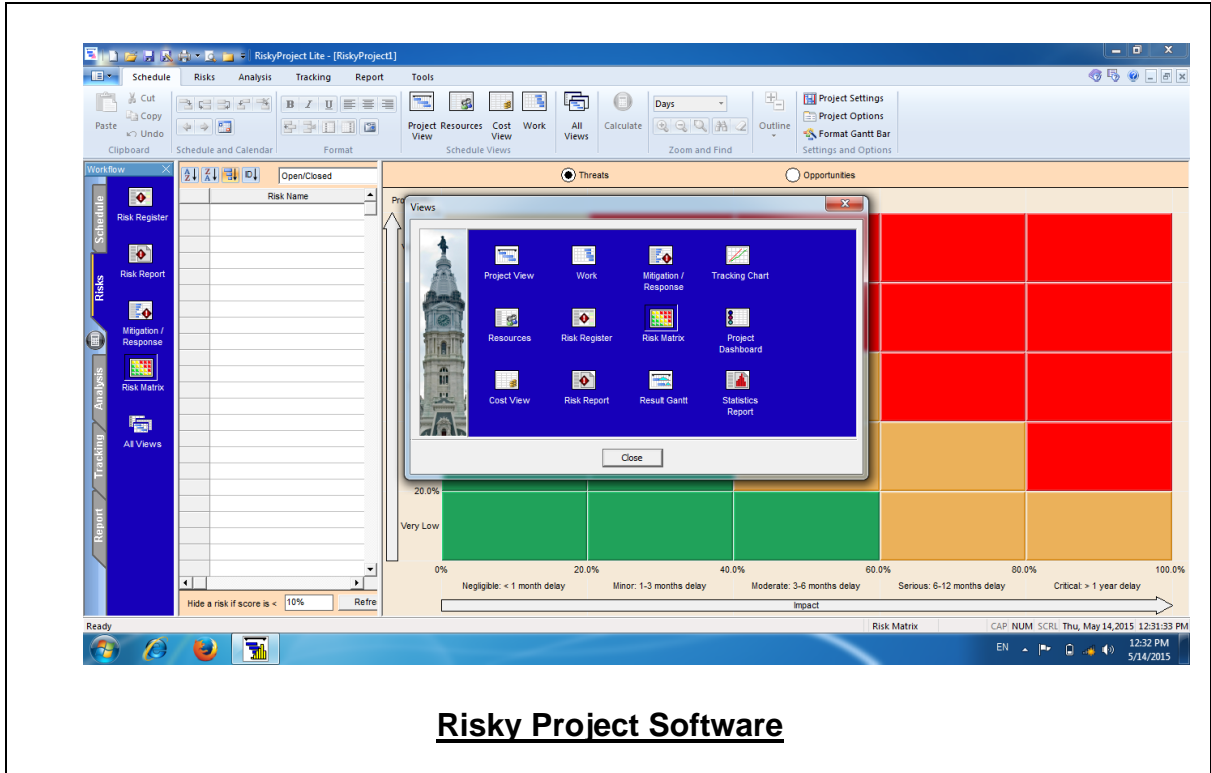
0730 – 0830	Executing Procurement & Contracts Procurement Plan Implementation • Vendor Mobilization & Delivery Tracking • Contractor Coordination • Managing Procurement Disputes & Delays
0830 – 0930	Change Management During Execution Capturing & Evaluating Change Requests • Analyzing Change Impact on Scope, Cost & Schedule • Updating Baselines After Approved Changes • Managing Stakeholder Buy-In for Changes
0930 – 0945	Break
0945 – 1100	Resource Management & Optimization Monitoring Resource Productivity • Adjusting Workloads & Responsibilities • Resource Leveling in Execution Phase • Addressing Resource Conflicts & Shortages
1100 – 1215	Integrated Execution Control Maintaining Alignment Between All Execution Areas • Using KPIs to Measure Integrated Performance • Cross-Functional Communication Strategies • Root Cause Identification for Issues
1215 – 1230	Break
1230 – 1330	Performance Reporting & Forecasting Actual versus Baseline Comparisons • Performance Metrics (CPI, SPI, EAC, ETC) • Executive Reporting Templates • Progress Forecast & Next Steps
1330 – 1420	Workshop: Mid-Execution Review Conduct a Mid-Project Performance Review • Identify Key Performance Risks • Recommend Corrective Actions • Present Revised Execution Dashboard
1420 – 1430	Recap Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day Four

Day 5: Thursday, 07th of August 2025

0730 – 0830	Finalizing Deliverables & Milestone Review <i>Reviewing Completed versus Planned Deliverables • Closing Project Work Packages • Conducting Milestone Acceptance Reviews • Preparing Final Progress Reports</i>
0830 – 0930	Integration of Execution with Project Closure <i>Handing Over Outputs to Clients/Stakeholders • Final Resource Demobilization • Closure of Procurement Packages & Contracts • Transition Planning to Operations or Next Phase</i>
0930 – 0945	Break
0945 – 1030	Managing Execution Documentation <i>As-Built Documentation Updates • Approval & Submission of Final Deliverables • Recording Lessons Learned from Execution • Final Update of Project Knowledge Base</i>
1030 – 1130	Execution Performance Review <i>Analyzing Execution Phase KPIs • What Went Well versus What could Improve • Comparing Planned versus Actual Outcomes • Team Debrief & Feedback Collection</i>
1130 – 1215	Lessons Learned & Continuous Improvement <i>Conducting an Execution Phase Retrospective • Capturing Actionable Improvements • Feeding Lessons into Organizational Assets • Planning for Future Project Readiness</i>
1215 – 1230	Break
1230 – 1345	Capstone: Execution Phase Summary Report <i>Drafting a Final Project Execution Report • KPI Dashboard Presentation • Lessons Learned Log • Peer Feedback & Discussion</i>
1345 – 1400	Course Conclusion <i>Using this Course Overview, the Instructor(s) will Brief Participants about the Course Topics that were Covered During the Course</i>
1400 – 1415	POST-TEST
1415 – 1430	<i>Presentation of Course Certificates</i>
1430	<i>Lunch & End of Course</i>

Simulator (Hands-on Practical Sessions)

Practical sessions will be organized during the course for delegates to practice the theory learnt. Delegates will be provided with an opportunity to carryout various exercises using the “Risky Project Software”, “Mindview Software”, “Raidlog Simulator” and “Primavera P6”.





FREE RAID Log Template + RAID Analysis

RAID ANALYSIS					
	RISKS	ASSUMPTIONS	ISSUES	DEPENDENCIES	
6	Critical	1	0	1	3
7	High	0	0	1	1
8	Moderate	1	0	0	2
9	Low	0	0	1	1
10	Negligible	0	0	0	0
11	Total	2	1	2	2

RAID LOG					
ID	Title	Description	Type	Classification	Comments
1	Example 1		Assumption	Moderate	
2	Example 2		Risk	Critical	
3	Example 3		Risk	Moderate	
4	Example 4		Issue	Low	
5	Example 5		Dependency	High	
6	Example 6		Dependency	Critical	
7	Example 7		Issue	Critical	

Raidlog Simulator

Primavera P6

Course Coordinator

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