

Project Management Reporting

Accra (Ghana)

3 - 7 February 2025

UK Training

PARTNER



Project Management Reporting

Code: PM28 From: 3 - 7 February 2025 City: Accra (Ghana) Fees: 3300 Pound

Introduction

In today's fast-paced project environments, effective reporting plays a critical role in delivering successful outcomes. This advanced course in Project Management Reporting delves into the latest tools, methodologies, and best practices to streamline project communication, optimize decision-making, and foster collaboration. Participants will learn how to transform raw project data into insightful reports that drive action, mitigate risks, and enhance project transparency across stakeholders. Using real-world case studies and hands-on exercises, this course equips project managers with the skills needed to create impactful, data-driven reports that align with strategic objectives.

Objectives

- ▣ Master modern project reporting tools and techniques, including automated reporting systems.
- ▣ Design reports that provide clear, actionable insights for both technical and non-technical stakeholders.
- ▣ Utilize data visualization to highlight key project metrics, progress, and potential risks.
- ▣ Implement effective reporting mechanisms to track and communicate project performance, scope, costs, and timelines.
- ▣ Develop tailored reporting strategies for different project phases, including initiation, execution, monitoring, and closure.
- ▣ Leverage reporting to facilitate risk management, decision-making, and continuous improvement in project execution.

Course Outline

Day 1 Fundamentals of Project Reporting

- ▣ Overview of modern project management reporting
- ▣ The role of reporting in project success
- ▣ Identifying key stakeholders and their reporting needs
- ▣ Types of project reports: Status, progress, financial, and variance reports

Day 2

Tools and Techniques for Effective Reporting

- ▣ Introduction to automated reporting tools Power BI, MS Project, Tableau
- ▣ Data collection techniques for accurate reporting
- ▣ Creating dashboards for real-time reporting
- ▣ Hands-on workshop: Building interactive reports

Day 3

Designing Reports for Different Audiences

- ▣ Customizing reports for various stakeholders executives, project teams, clients
- ▣ Visualizing complex data for easy understanding
- ▣ Using key performance indicators KPIs to track project health
- ▣ Case study: Best practices in reporting for large-scale projects

Day 4

Advanced Reporting for Risk and Issue Management

- ▣ Integrating risk and issue management into reporting
- ▣ Predictive analytics for proactive reporting

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a knight) positioned on the board. The pieces are rendered in a 3D style with gold and silver finishes. The board is a checkered pattern of light and dark squares. In the background, there are concentric white circles radiating from the center, creating a sense of depth and focus.

UK Training
PARTNER

- ▣ Reporting on project scope, time, and cost variances
- ▣ Hands-on workshop: Building a comprehensive risk management report

Day 5

Reporting for Continuous Improvement

- ▣ Analyzing post-project reports to identify lessons learned
- ▣ Developing templates for continuous reporting improvements
- ▣ Ensuring compliance and audit readiness through accurate reporting
- ▣ Final project: Creating a reporting plan for a real-world project

UK Training

PARTNER



Blackbird Training Cities

Europe



Malaga (Spain)



Sarajevo (Bosnia and Herzegovina)



Oporto (Portugal)



Glasgow (Scotland)



Edinburgh (UK)



Oslo (Norway)



Annecy (France)



Bordeaux (France)



Copenhagen (Denmark)



Birmingham (UK)



Lyon (France)



Moscow (Russia)



Stockholm (Sweden)
(Netherlands)



Podgorica (Montenegro)



Batumi (Georgia)



London (UK)



Istanbul (Turkey)



Amsterdam



Düsseldorf (Germany)



Paris (France)



Barcelona (Spain)



Munich (Germany)



Geneva (Switzerland)



Prague (Czech)



Vienna (Austria)



Rome (Italy)



Brussels (Belgium)



Madrid (Spain)



Berlin (Germany)



Lisbon (Portugal)



Zurich (Switzerland)



Manchester (UK)



Milan (Italy)

USA & Canada



Los Angeles (USA)
Boston, Massachusetts (USA)



Orlando, Florida (USA)



Online



Phoenix, Arizona (USA)



Houston, Texas (USA)



Washington (USA)



Miami, Florida (USA)



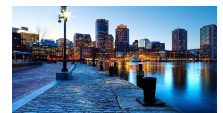
New York City (USA)



Seattle, Washington (USA)



Washington DC (USA)



Toronto (Canada)



Blackbird Training Cities

Asia



Baku (Azerbaijan)



Maldives (Maldives)



Manila (Philippines)



Bali (Indonesia)



Bangkok (Thailand)



Beijing (China)



Singapore (Singapore)
(Kuwait)



Sydney (Australia)



Tokyo (Japan)



Dubai (UAE)



Kuala Lumpur (Malaysia)



Kuwait City



Jakarta (Indonesia)



Amman (Jordan)



Beirut (Lebanon)

Africa



Kigali (Rwanda)



Cape Town (South Africa)



Accra (Ghana)



Lagos (Nigeria)



Marrakesh (Morocco)



Nairobi (Kenya)



Zanzibar (Tanzania)



Tangier (Morocco)



Cairo (Egypt)



Sharm El-Sheikh (Egypt)



Casablanca (Morocco)



Tunis (Tunisia)



Blackbird Training Clients



UK Training
PARTNER

Blackbird Training Categories

Management & Admin

Professional Skills
Finance, Accounting, Budgeting
Media & Public Relations
Project Management
Human Resources
Audit & Quality Assurance
Marketing, Sales, Customer Service
Secretary & Admin
Supply Chain & Logistics
Management & Leadership
Agile and Elevation

Technical Courses

Hospital Management
Public Sector
Special Workshops
Oil & Gas Engineering
Telecom Engineering
IT & IT Engineering
Health & Safety
Law and Contract Management
Customs & Safety
Aviation
C-Suite Training



 International House 185 Tower Bridge
Road London SE1 2UF United Kingdom

 +44 7401 1773 35
+44 7480 775526

 Sales@blackbird-training.com

 www.blackbird-training.com

UK Training
PARTNER

