

## Project Management Reporting

*Vienna (Austria)*

*9 - 13 June 2025*

UK Training

**PARTNER**



## Project Management Reporting

Code: PM28 From: 9 - 13 June 2025 City: Vienna (Austria) Fees: 4400 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.

### Course 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 Outlines

#### 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

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a pawn) on it. The pieces are gold and silver. The board is white and black squares. In the background, there are concentric circles radiating from the center.

UK Training  
**PARTNER**

- 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
- 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

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a knight) on it, set against a background of concentric circles. The text 'UK Training PARTNER' is overlaid on the board.

UK Training  
**PARTNER**

## Blackbird Training Cities

### Europe



Malaga (Spain)



Sarajevo (Bosnia and Herzegovina)



Oporto (Portugal)



Glasgow (Scotland)



Edinburgh (UK)



Oslo (Norway)



Anney (France)



Bordeax (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)



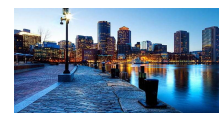
New York City (USA)



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**

