



## EFFECTIVE PROJECT REPORTING - A STAKEHOLDERS DELIGHT

### COURSE OVERVIEW

- Project reporting can be an herculean task. Successful Project Managers know that aside from the ability to execute a project, the most important skill is how to communicate how the project is progressing to the various stakeholders involved in it. Project Managers if they want to be successful have to be excellent communicators and one of the major vehicles for effective communication is the project reports. However no matter how experienced a Project Manager is, he/she has to struggle with maintaining the balance between what should go into a report and what should not. How much is too little information and how more is too detailed. How do you craft a project report that is always sufficient for all stakeholders? This course will show you how to simplify project reports in a manner that will delight all your stakeholders no matter who they are. The course is based on the study of over 17years of refining project reports

### PURPOSE - LEARNING OBJECTIVES

- Learn the concept of One Page Project Manager
  - Understand the five essential parts of a project and how they interact with each other
  - Learn how to create a simple but powerful reports irrespective of if it is waterfall or agile
  - Learn how to create a Project Management Office that is effective and gets things done
- As part of this course, you have access to templates and resources that will simplify your project reports.

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### PARTICULARS - WORK AGENDA

- Introduction
- The power of simplicity
- What is the OPPM
- Essential parts of a project
- Constructing a report for a traditional project
- Constructing a report for an Agile project
- How to develop an effective Project Management Office
- Applying the lessons beyond projects

### PEOPLE - WHO SHOULD ATTEND?

- Project Managers
- Managers who want a simple way of reporting on their projects
- Anyone interested in writing simple but engaging reports

### COURSE MATERIALS (INCLUDED)

- Program workbook

### DURATION

- Two Day

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