

PROJECT MANAGEMENT | COURSE BROCHURE

Project Controls Reporting and Dashboards

5 days | Classroom training | English

SMART HORIZON

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Course content

Why attend

Project sponsors need clear, timely information to make decisions, not stacks of spreadsheets. This course shows project control professionals how to design effective project reports and dashboards: choosing indicators, integrating cost, schedule and risk data, visualising trends and forecasts, and presenting insights that drive action.

Reports that nobody reads waste effort and hide problems. You will learn to create concise reporting that decision makers rely on.

Professional Problems This Course Is Designed to Solve

• Difficulty translating subject knowledge into practical workplace decisions.
• Inconsistent approaches to the activities covered in the course outline.
• Lack of a structured plan for applying and reviewing new skills.

Course methodology

Report redesign exercises, dashboard building, case studies and presentation practice.

Course objectives

By the end of this course, participants will be able to:
• Identify information needs of different stakeholders
• Select meaningful project indicators
• Integrate cost, schedule and risk information
• Design clear dashboards and visual reports
• Show trends and forecasts, not just status
• Present project performance to decision makers

Target audience

This course is suitable for:
• Project control professionals
• Planners and cost engineers
• PMO analysts
• Project managers
• Project directors



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Target competencies

Participants will develop competencies in:

- Reporting design
- Data integration
- Visualisation
- Forecast communication
- Stakeholder focus

Course outline

Day 1: Reporting Purpose

09:00–10:08	Who reads project reports
10:08–11:00	Decisions reports should support
11:00–11:30	Coffee break
11:30–11:45	Decisions reports should support (continued)
11:45–12:53	Common reporting failures
12:53–14:00	Exercise: report critique

Day 2: Indicators

09:00–10:08	Leading and lagging indicators
10:08–11:00	Cost and schedule metrics
11:00–11:30	Coffee break
11:30–11:45	Cost and schedule metrics (continued)
11:45–12:53	Risk and quality indicators
12:53–14:00	Workshop

Day 3: Integrating Data

09:00–10:08	Data sources and quality
10:08–11:00	Integrated baseline
11:00–11:30	Coffee break



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11:30–11:45	Integrated baseline (continued)
11:45–12:53	Automation
12:53–14:00	Exercise

Day 4: Dashboard Design

09:00–10:08	Visual principles
10:08–11:00	Trend and forecast charts
11:00–11:30	**Coffee break**
11:30–11:45	Trend and forecast charts (continued)
11:45–12:53	Exception reporting
12:53–14:00	Hands-on dashboard

Day 5: Presenting Performance

09:00–10:08	Executive summaries
10:08–11:00	Telling the project story
11:00–11:30	**Coffee break**
11:30–11:45	Telling the project story (continued)
11:45–12:53	Responding to questions
12:53–14:00	Action plan

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.



Course content

Dates, venues and fees

Current published course plans. Fees are per participant in GBP, excluding unconfirmed taxes.

Venue	Start date	End date	Fee (GBP)
Vienna Confirmed dates	23 Nov 2026	27 Nov 2026	**£2,940.–**
Online Confirmed dates	23 Nov 2026	27 Nov 2026	**£1,250.–**
Kuala Lumpur Confirmed dates	14 Dec 2026	18 Dec 2026	**£1,450.–**
Online Confirmed dates	14 Dec 2026	18 Dec 2026	**£1,250.–**
Dubai Confirmed dates	11 Jan 2027	15 Jan 2027	**£3,150.–**
Online Confirmed dates	11 Jan 2027	15 Jan 2027	**£1,250.–**
Istanbul Confirmed dates	1 Feb 2027	5 Feb 2027	**£2,650.–**
Online Confirmed dates	1 Feb 2027	5 Feb 2027	**£1,250.–**
Dubai Confirmed dates	22 Feb 2027	26 Feb 2027	**£3,150.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	22 Feb 2027	26 Feb 2027	**£1,250.–**
Paris Confirmed dates	15 Mar 2027	19 Mar 2027	**£2,860.–**
Online Confirmed dates	15 Mar 2027	19 Mar 2027	**£1,250.–**
Frankfurt Confirmed dates	5 Apr 2027	9 Apr 2027	**£2,650.–**
Online Confirmed dates	5 Apr 2027	9 Apr 2027	**£1,250.–**
Dubai Confirmed dates	19 Apr 2027	23 Apr 2027	**£3,150.–**
Online Confirmed dates	19 Apr 2027	23 Apr 2027	**£1,250.–**
Barcelona Confirmed dates	10 May 2027	14 May 2027	**£2,840.–**
Online Confirmed dates	10 May 2027	14 May 2027	**£1,250.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Cape Town Confirmed dates	31 May 2027	4 Jun 2027	**£1,890.–**
Online Confirmed dates	31 May 2027	4 Jun 2027	**£1,250.–**
Barcelona Confirmed dates	21 Jun 2027	25 Jun 2027	**£2,840.–**
Online Confirmed dates	21 Jun 2027	25 Jun 2027	**£1,250.–**
Cape Town Confirmed dates	12 Jul 2027	16 Jul 2027	**£1,890.–**
Online Confirmed dates	12 Jul 2027	16 Jul 2027	**£1,250.–**
Rome Confirmed dates	26 Jul 2027	30 Jul 2027	**£2,450.–**
Online Confirmed dates	26 Jul 2027	30 Jul 2027	**£1,250.–**
London Confirmed dates	16 Aug 2027	20 Aug 2027	**£2,450.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	16 Aug 2027	20 Aug 2027	**£1,250.-**
Rome Confirmed dates	6 Sept 2027	10 Sept 2027	**£2,450.-**
Online Confirmed dates	6 Sept 2027	10 Sept 2027	**£1,250.-**
London Confirmed dates	27 Sept 2027	1 Oct 2027	**£2,450.-**
Online Confirmed dates	27 Sept 2027	1 Oct 2027	**£1,250.-**
Rome Confirmed dates	18 Oct 2027	22 Oct 2027	**£2,450.-**
Online Confirmed dates	18 Oct 2027	22 Oct 2027	**£1,250.-**
Cape Town Confirmed dates	1 Nov 2027	5 Nov 2027	**£1,890.-**
Online Confirmed dates	1 Nov 2027	5 Nov 2027	**£1,250.-**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Amsterdam Confirmed dates	22 Nov 2027	26 Nov 2027	**£2,540.-**
Online Confirmed dates	22 Nov 2027	26 Nov 2027	**£1,250.-**
Vienna Confirmed dates	13 Dec 2027	17 Dec 2027	**£2,940.-**
Online Confirmed dates	13 Dec 2027	17 Dec 2027	**£1,250.-**

Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon UK certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

Contact Smart Horizon

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