

Project Monitoring & Control Process:

10 Key Activities

The Project Monitoring and Control Process aims at **tracking** and **reviewing the Project** and is **undertaken from the Initiation of the Project to its Closure.**

Various activities performed during this **Process Assess** if the Project is being run in accordance with the **established Plan.**

This **Process** is **based on the PMBOK framework.**

This means it is a proven practice that is applied widely in Project Management.

Monitoring and Controlling a Project facilitate **identification of deviations** that pose a **threat to successful completion of the Project.**

If deviations are not identified and addressed, they **result in unplanned and undesired Project outcomes.** Thus, this Process ensures that **abnormalities are detected and acted upon early on** to prevent their escalation, which may lead to **major and costly issues.**

When **unplanned issues are eliminated**, there is an **assurance that the Project** will be **completed on time** and that **envisioned results** will be **achieved.**

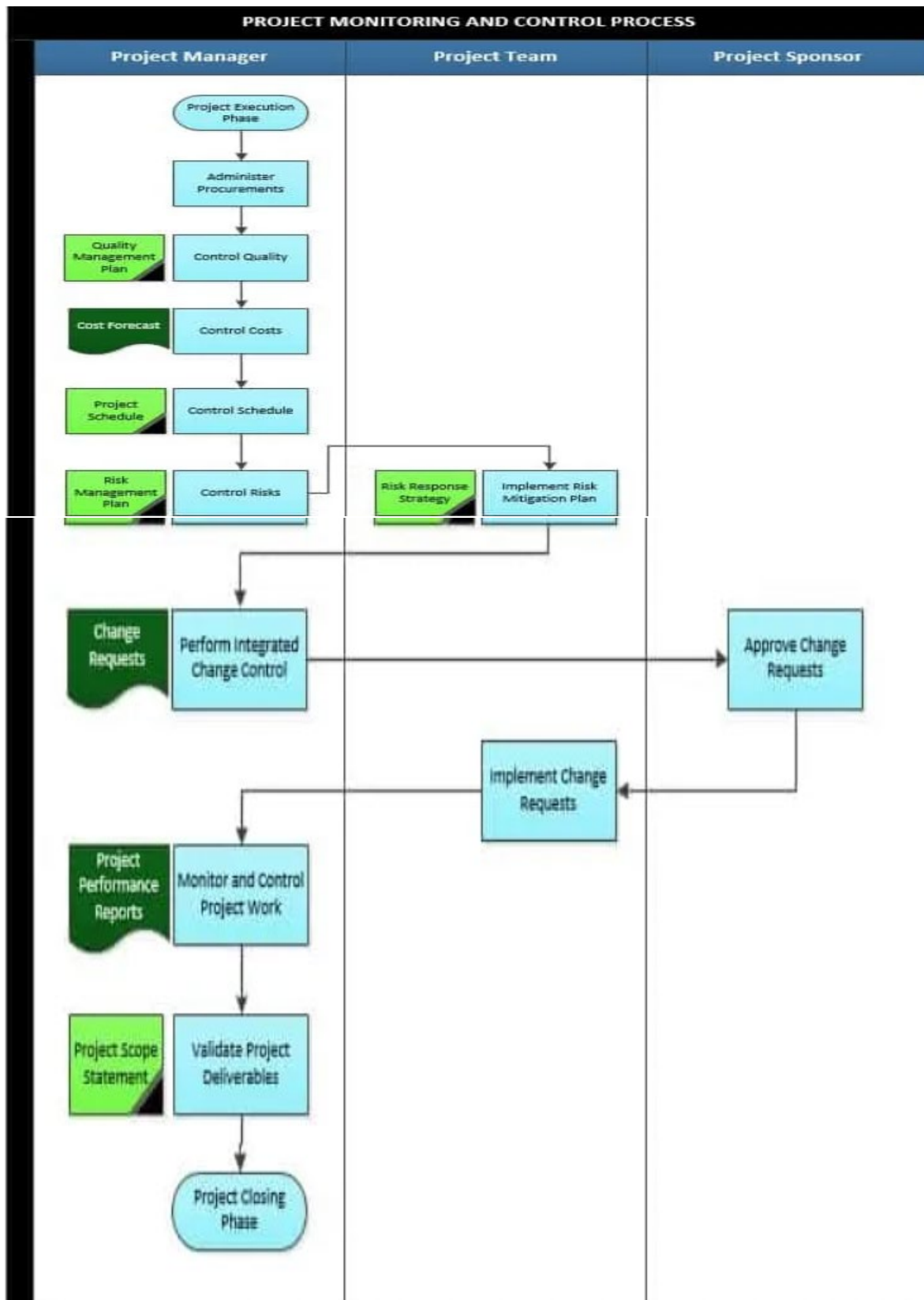
There are several methods that are applied by **Project Managers** together with **other Key Stakeholders** to **evaluate the Project Performance.**

Monitoring and Evaluation consist one of these approaches and it should be undertaken *regularly* at different **Project Phases**. Doing that will make sure that **Issues that arise** are recognized and addressed *on time*.

The objective of Project Monitoring and Control Process is to:

- **Maintain** accurate and up-to-date information about the **Project Status and Performance** throughout the Project Lifecycle.
- **Evaluate** the actual Performance of a Project *versus* the desired and planned performance.
- **Offer** Project estimations and performance insights that can be used to update the **Schedule and Budget**.
- **Determine** *if* corrective or preventive measures are required.
- **Assess** the effectiveness of effected Changes and provide information that supports Forecasting at different phases.

Concerning the Scope of this Process, **Monitoring and Control** is applied to but not limited to Managing and Controlling Project Works and Risks, Quality Control measures, Project Performance in the entire Lifecycle, controlling scheduling, and Management of Control of Change throughout the Project's Lifecycle.



Project Monitoring and Control Process Flow Chart

The following **activities** are performed during Project Monitoring and Control Phase:

1. Administer Procurements

This activity ensures **to monitor the vendor to make sure that their Performance satisfied the requirements of the contract.**

Moreover, this activity is used **to make the required corrections and changes and to manage procurement relationships.**

The Project Manager evaluates the sales Deliverables using Procurement Performance Measurement.

Administering of Procurements is accomplished through different techniques including contract change control system.

Besides, the **Project Manager** refers to the **Contract, Procurement Documents**, and **Performance Information** during the administer Procurements activity.

2. Control Quality

The aim of this activity is **to assess and make a determination on whether the activities are meeting the Quality Standards** that have been established.

In doing so, the **Project Manager** makes sure that various Project operations and processes are implemented within the **Project Planning Scope.**

To accomplish this activity, the **Project Manager relies on the Quality Management Plan to identify the Standards** that have been established.

These **Quality Standards** should be conformed as well as achieved to ensure **Project Success.**

The **Project Manager** needs to be keen to **understanding customer expectations and making sure that they are satisfied by the end Product.**

The **Project Manager** refers to the **Quality Management Plan** to complete this activity successfully.

3. Control Costs

This activity is concerned with the **supervision and Management of Project expenses**.

At this phase, the Project Manager needs to **prepare for financial Risks that might occur**.

During this activity, the **expenses** that are **needed** at various payment stages are **identified** and **controlled**.

Besides, the **Project Manager** makes sure to **manage** the **Project Budget**. This is **vital** in order to **ensure** the **appropriate use of finances** and **prevent shortfalls**.

Besides, **spending money on unplanned events** is **controlled** to prevent using money that is allocated to other uses.

A Cost Forecast Document is prepared during this activity.

4. Control Schedule

This activity seeks to **monitor** the **status** of **different activities** involved in a Project.

The activity also concerns **making necessary updates** to the **Project Process** and **managing Changes** made to the **Schedule**.

By making comparisons between the **Scheduled Baseline** and **Project Progress**, a **Project Manager** determines **whether** certain **Project activities** are **behind or ahead of the Schedule**.

Following this, **correction actions** are **planned** to **ensure effective Management of Changes** to the **planned Schedule**.

This activity **eliminates** the **Risk** of **late delivery of a Project**.

The **guiding principle** in this activity is that *Changes ought not to just be reacted but they should also be controlled proactively*.

Therefore, the **Project Manager** should act promptly to **prevent changes** from influencing or affecting the whole Project Schedule.

This includes preventing late **Project Delivery** by planning appropriate corrective actions for activities that are behind Schedule.

Besides, pending **Work Plans** should be **reprioritized** and **Relevant Stakeholders** should also **be informed** about the **Execution of planned work**.

During this activity, the **Project Manager refers to the Project Schedule**.

5. **Control Risks**

In all Projects, **Risks** are always present.

A **Project Manager** should have the ability to **mitigate those risks** proactively and **envision potential Risks** as well.

Effective **methods for controlling Risks** are **required** in Project Management.

Control Risks activity concerns **implementing risk response plans**. It involves **monitoring residual Risks**, **identifying new Risks**, **tracking identified Risks**, and **assessing the effectiveness of Risk mitigation process** used during the Project.

The **Risk Manager** goes **through the Risk Management Plan** to familiarize himself with the identified Risks.

This helps to come up with **appropriate and effective Risk Response Strategies**.

A **key advantage of the Control Risk Activity** is that it **enhances Stakeholders' Efficiency to manage Risks** during the **Project Lifecycle**. Besides, this activity **motivates Stakeholders** to **elevate their Risk responses**.

The Risk Management Plan is consulted in this activity.

