

Course Name

Fundamentals of Project Reporting and Documentation

Sector Name

Project & Contract Management

Document Type

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Fundamentals of Project Reporting and Documentation

Course Introduction

Accurate and clear reporting is essential for project success and effective stakeholder communication. This program introduces participants to the basics of project reporting, documentation, and interpreting simple data insights.

Participants will learn how to structure reports, capture key project information, and communicate findings in a clear and professional manner. The program emphasizes foundational reporting techniques suitable for beginners.

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Target Audience

- ✓ Junior Project Managers and Project Coordinators
- ✓ PMO Support Staff and Project Administrators
- ✓ Team Leaders and Supervisors involved in project tracking
- ✓ Business Analysts and Planning Officers

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Fundamentals of Project Reporting and Documentation

Learning Objectives

- ✓ Understand the purpose and importance of project reporting and documentation.
- ✓ Capture and organize project data for reporting purposes.
- ✓ Produce clear, simple reports suitable for team and management use.
- ✓ Identify key trends and basic insights from project data.
- ✓ Communicate project updates effectively to stakeholders.

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Fundamentals of Project Reporting and Documentation

Course Outline

✓ DAY 01

Introduction to Project Reporting

- ✓ Importance of reporting and documentation in projects
- ✓ Types of reports: status, progress, and basic performance reports
- ✓ Key elements of a clear report
- ✓ Understanding stakeholder needs
- ✓ Common reporting challenges

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Course Outline

✓ Day 02

Collecting and Organizing Project Data

- ✓ Identifying reliable data sources
- ✓ Simple data collection techniques
- ✓ Organizing data for reporting purposes
- ✓ Introduction to project KPIs and metrics
- ✓ Maintaining data accuracy

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Course Outline

✓ Day 03

Basic Data Analysis for Reporting

- ✓ Descriptive statistics (mean, totals, percentages)
- ✓ Identifying trends and patterns
- ✓ Comparing planned vs actual data
- ✓ Highlighting key findings for reports
- ✓ Simple visualization techniques (charts, tables)

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Course Outline

✓ Day 04

Documentation Best Practices

- ✓ Structuring reports and documentation clearly
- ✓ Capturing assumptions and sources
- ✓ Maintaining consistency and version control
- ✓ Linking documentation to project milestones
- ✓ Common documentation mistakes and how to avoid them

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Course Outline

✓ Day 05

Communication of Reports

- ✓ Presenting findings clearly to stakeholders
- ✓ Visualizing data for clarity and impact
- ✓ Tailoring reports to different audiences
- ✓ Communicating insights and recommendations
- ✓ Basic tips for continuous improvement in reporting

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
July 18, 2027	July 22, 2027	5 days	4250.00 \$	KSA , Riyadh
Oct. 11, 2027	Oct. 15, 2027	5 days	2150.00 \$	Virtual , Online
June 14, 2027	June 18, 2027	5 days	4950.00 \$	Turkey , Istanbul
March 29, 2027	April 2, 2027	5 days	4250.00 \$	UAE , Dubai

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