



Consulting and Training | Reach New Heights

Course Name

Technical Writing for Project Professionals

Sector Name

Project & Contract Management

Document Type

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Technical Writing for Project Professionals

Course Introduction

Clear, precise, and structured documentation is critical to ensure project progress is accurately tracked and communicated. This program develops advanced technical writing skills tailored for complex project environments.

Participants will learn how to produce high-quality project documentation, including status reports, technical specifications, and stakeholder updates. Emphasis is placed on clarity, accuracy, and audience-focused communication to support project success.

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Technical Writing for Project Professionals

Target Audience

- ✓ Project Managers and Project Coordinators
- ✓ Project Engineers and Technical Specialists
- ✓ PMO (Project Management Office) Staff

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Technical Writing for Project Professionals

Learning Objectives

- ✓ Produce clear, concise, and well-structured project documentation.
- ✓ Tailor written content for technical and non-technical stakeholders.
- ✓ Enhance accuracy in project status and reporting documents.
- ✓ Apply professional standards in technical writing and formatting.
- ✓ Improve readability and comprehension in complex project communications.

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Technical Writing for Project Professionals

Course Outline

✓ DAY 1

Foundations of Technical Writing for Projects

- ✓ Principles of effective technical writing
- ✓ Understanding audience needs and expectations
- ✓ Structure and formatting techniques
- ✓ Clarity, conciseness, and precision
- ✓ Common pitfalls in technical project documentation

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Course Outline

✓ DAY 2

Writing Project Status Reports

- ✓ Key components of a project status report
- ✓ Tracking progress against milestones and deliverables
- ✓ Reporting risks, issues, and mitigations
- ✓ Highlighting accomplishments and next steps
- ✓ Tailoring reports for different stakeholders

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Course Outline

✓ DAY 3

Documentation for Technical Specifications

- ✓ Writing functional and technical specifications
- ✓ Standardizing document templates and style guides
- ✓ Ensuring completeness and accuracy of technical content
- ✓ Cross-referencing and version control
- ✓ Managing complex technical information for clarity

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Course Outline

✓ DAY 4

Communication for Stakeholder Updates

- ✓ Structuring updates for executive vs operational stakeholders
- ✓ Using visuals and tables to enhance understanding
- ✓ Writing actionable summaries and recommendations
- ✓ Managing sensitive information and confidentiality
- ✓ Professional tone and language for different audiences

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Course Outline

✓ DAY 5

Quality Assurance and Review of Project Documentation

- ✓ Reviewing and editing technical documents for clarity
- ✓ Peer review techniques and feedback incorporation
- ✓ Maintaining consistency across project documents
- ✓ Reducing errors and misinterpretation
- ✓ Best practices for ongoing documentation improvement

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
July 25, 2027	July 29, 2027	5 days	4250.00 \$	KSA , Riyadh
Sept. 6, 2026	Sept. 10, 2026	5 days	2150.00 \$	Virtual , Online
May 10, 2027	May 14, 2027	5 days	4250.00 \$	UAE , Dubai
March 29, 2027	April 2, 2027	5 days	4950.00 \$	Greece , Athens

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