

PROJECT MANAGEMENT TOOLS TRAINING IN THE PHILIPPINES

TOOL UP THE PROJECT

Practical Project Management Tools for Project Definition, Scope, Work Breakdown, Scheduling, Responsibilities, Risk, Issues, Communication, Monitoring, Change Control, and Project Closure

This program is strategically developed for organizations searching for **Project Management Tools Training in the Philippines, Training on Project Management Tools in the Philippines, Tools in Project Management Training in the Philippines, and Training on Tools in Project Management in the Philippines.**

Many employees learn project management concepts but still struggle when they need to answer practical questions such as:

How do we define the project clearly?

How do we break a large project into manageable work?

How do we determine who owns what?

How do we develop and communicate a realistic timeline?

How do we identify dependencies?

How do we track risks, issues, decisions, and actions?

How do we know whether the project is actually on track?

How do we control changes without becoming bureaucratic?

How do we give management a useful project-status report?

How do we close the project properly and capture lessons learned?

A project team may understand project management theoretically but still experience:

- Vague project objectives;
- unclear scope;
- poorly defined deliverables;
- activities being forgotten;
- unrealistic timelines;
- hidden dependencies;
- duplicated responsibilities;
- unclear accountability;
- risks identified too late;
- unresolved issues;
- action items disappearing after meetings;
- stakeholders receiving inconsistent updates;
- changes being introduced informally;
- project data scattered across emails and chats;
- status reports describing activity instead of performance;
- project leaders unable to tell whether completion is 40%, 60%, or 80%;
- or projects ending without formal acceptance and lessons learned.

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The challenge is often not the absence of effort.

It is the absence of a **simple, disciplined, and integrated project management toolkit**.

Tool Up the Project: Project Management Tools Training in the Philippines equips Project Managers, Project Leaders, Coordinators, supervisors, managers, project-team members, and professionals handling temporary initiatives with practical tools that can be applied throughout the project lifecycle.

The program introduces the proprietary **MSS T.O.O.L.K.I.T.™ Project Management Tools Framework**:

- **T — Translate the Project Into Clear Objectives, Scope, Deliverables, and Success Criteria**
- **O — Organize Work, Responsibilities, Resources, and Dependencies**
- **O — Outline the Timeline, Milestones, and Project Execution Plan**
- **L — Log Risks, Issues, Assumptions, Decisions, Actions, and Changes**
- **K — Keep Track of Progress, Performance, Variances, and Commitments**
- **I — Inform Stakeholders Through Clear Project Communication and Dashboards**
- **T — Terminate Properly Through Acceptance, Handover, Closure, and Lessons Learned**

The practical flow becomes:

Define → Organize → Schedule → Track → Communicate → Control → Close

Following MSS Corporation's **EnterTRAINment** methodology, approximately **30% of the program consists of concise facilitator input, demonstrations, facilitated discussions, and synthesis**, while approximately **70% consists of hands-on project-tool development, templates, cases, simulations, project-planning exercises, dashboards, registers, status reviews, and workplace application**.

TRAINING OVERVIEW

Project management is filled with terminology.

People may know words such as:

- Scope;
- schedule;
- stakeholder;
- milestone;
- risk;
- issue;
- dependency;
- variance;
- change request.

The challenge comes when management asks:

“Show me.”

Show me:

- The Project Charter;
- the project scope;
- the Work Breakdown Structure;
- the schedule;
- the dependencies;
- the RACI;
- the risk register;
- the issue log;
- the action register;
- the change log;
- the status dashboard;
- the project-closure report.

At that point, project management becomes practical.

The objective of this **Training on Project Management Tools in the Philippines** is therefore not to overwhelm participants with dozens of templates.

Instead, participants learn:

1. **What each tool is for;**
2. **when to use it;**
3. **what information belongs in it;**
4. **how different tools connect;**
5. **how to keep tools useful instead of bureaucratic;**
6. **how to use the resulting information to make better project decisions.**

The program follows a simple philosophy:

A project tool is useful only when it creates better clarity, decisions, coordination, control, or execution.

The best project management tool is not necessarily the most complicated spreadsheet or software platform. It is the tool that allows the project team to answer the right question at the right time.

TRAINING GOAL

To equip participants with a practical, integrated toolkit for defining, planning, organizing, executing, monitoring, controlling, communicating, and closing projects more systematically and effectively.

TRAINING OBJECTIVES

By the end of the program, participants should be able to:

1. **Explain** the purpose of project-management tools;
2. **Differentiate** project-management methodology, process, technique, template, and software;
3. **Apply** the MSS T.O.O.L.K.I.T.™ Project Management Tools Framework;
4. **Select** project tools based on actual project needs;
5. **Avoid** unnecessary project bureaucracy;
6. **Develop** a practical Project Charter;
7. **Clarify** project objectives;
8. **Define** project success criteria;
9. **Differentiate** project scope from project activities;
10. **Identify** project deliverables;
11. **Establish** in-scope and out-of-scope boundaries;
12. **Create** a Work Breakdown Structure;
13. **Break down** deliverables into manageable work packages;
14. **Use** milestone planning;
15. **Identify** activity sequencing and dependencies;
16. **Develop** a practical project schedule;
17. **Use** Gantt-chart thinking appropriately;
18. **Identify** project responsibilities;
19. **Apply** RACI or an equivalent responsibility-assignment tool;
20. **Clarify** Owner–Deliverable–Due–Done;
21. **Create** a Stakeholder Register or Stakeholder Map;
22. **Identify** project-resource requirements;
23. **Create** a project communication plan;
24. **Identify** project risks;
25. **Assess** risk likelihood and impact;
26. **Create** a Risk Register;
27. **Differentiate** risk from issue;
28. **Create** an Issue Log;
29. **Track** assumptions and constraints;
30. **Maintain** an Action Register;
31. **Use** a Decision Log;
32. **Track** project changes;
33. **Apply** basic change-control discipline;
34. **Differentiate** baseline from actual performance;
35. **Monitor** project milestones and completion;
36. **Recognize** schedule or delivery variance;
37. **Use** traffic-light or RAG indicators appropriately;
38. **Develop** useful project-status reports;
39. **Create** concise project dashboards;

40. **Identify** information requiring management escalation;
41. **Use** project review meetings more effectively;
42. **Maintain** project-tool consistency across the team;
43. **Differentiate** useful documentation from documentation for its own sake;
44. **Close** project actions appropriately;
45. **Document** project acceptance;
46. **Prepare** handover requirements;
47. **Capture** lessons learned;
48. **Create** a practical integrated Project Management Toolkit; and
49. **Develop** a 30-, 60-, or 90-day project-tools application plan.

LEARNING DOMAINS ADDRESSED

Cognitive Domain

Participants strengthen their understanding of project definition, scope, work breakdown, responsibilities, scheduling, stakeholders, risks, issues, changes, monitoring, communication, closure, and project documentation.

Affective Domain

Participants strengthen discipline, ownership, transparency, collaboration, accountability, foresight, consistency, and appreciation for practical project governance.

Psychomotor and Behavioral Domain

Participants develop and use actual project-management tools including Charters, WBSs, responsibility matrices, schedules, risk registers, issue logs, action registers, status reports, dashboards, and closure documents.

FROM POINT A TO POINT B

Point A: Before the Training

Project teams may:

- Start projects without a clear Charter;
- confuse objectives with activities;
- operate with vague scope;
- keep adding requirements informally;
- fail to identify out-of-scope work;
- plan using only a list of tasks;
- overlook important deliverables;
- create unrealistic schedules;
- ignore dependencies;
- rely on verbal assignments;
- assume everyone knows their role;

- experience duplicated effort;
- discover resource requirements too late;
- identify risks only after they occur;
- use “risk” and “issue” interchangeably;
- store project actions only in meeting minutes;
- forget previous decisions;
- allow decisions to be reopened repeatedly;
- make project changes without documenting impact;
- update schedules inconsistently;
- maintain several conflicting versions of the project plan;
- provide status reports filled with activity;
- hide delays behind percentages;
- escalate only when recovery is difficult;
- conduct project meetings without action tracking;
- rely entirely on email, chat, or memory;
- close projects informally;
- fail to obtain acceptance;
- or fail to capture lessons learned.

Point B: After the Training

Participants should be better able to:

- Define projects using a Charter;
- clarify objectives and success measures;
- establish project boundaries;
- identify deliverables;
- create a WBS;
- organize project work;
- assign roles clearly;
- identify dependencies;
- construct useful schedules;
- map stakeholders;
- maintain risk and issue visibility;
- manage assumptions;
- track actions;
- document decisions;
- control project changes;
- compare actual performance with plans;
- identify project variances;
- communicate status more clearly;
- escalate based on evidence;
- use dashboards;
- conduct more productive project reviews;

- maintain an integrated project toolkit;
- document acceptance;
- execute proper handover;
- and close projects with useful learning.

ORGANIZATIONAL CHALLENGES ADDRESSED

This **Tools in Project Management Training in the Philippines** may help organizations address:

- Inconsistent project-management practices;
- projects starting without clear requirements;
- scope creep;
- unclear deliverables;
- missed activities;
- poor scheduling;
- unclear responsibilities;
- interdepartmental confusion;
- poor handoffs;
- missed dependencies;
- unidentified risks;
- recurring project issues;
- actions not being completed;
- decisions not being documented;
- project changes occurring informally;
- lack of management visibility;
- inaccurate status reporting;
- conflicting project information;
- missed milestones;
- late escalation;
- ineffective project meetings;
- project managers creating overly complicated templates;
- teams resisting project documentation;
- organizations establishing a PMO;
- departments trying to standardize project templates;
- non-Project Managers leading initiatives;
- project leaders transitioning from informal to structured project management.

WHAT ARE PROJECT MANAGEMENT TOOLS?

Project Management Tools are structured methods, templates, visual aids, registers, schedules, matrices, dashboards, and digital applications used to help people:

- Define;
- organize;
- plan;
- assign;
- communicate;
- monitor;
- control;
- and close projects.

Examples include:

- Project Charter;
- Scope Statement;
- Work Breakdown Structure;
- Deliverables List;
- Milestone Plan;
- Gantt Chart;
- Dependency Map;
- Responsibility Assignment Matrix;
- RACI;
- Stakeholder Register;
- Stakeholder Map;
- Risk Register;
- Risk Matrix;
- Issue Log;
- Assumption Log;
- Action Register;
- Decision Log;
- Change Request;
- Change Log;
- Status Report;
- Project Dashboard;
- Lessons-Learned Register;
- Project Closure Checklist.

PROJECT MANAGEMENT TOOLS VERSUS PROJECT MANAGEMENT SOFTWARE

These are not the same.

Project Management Tool

A method or structure used to manage project information or decisions.

Example:

Risk Register

Project Management Software

A digital application used to create, store, visualize, collaborate on, or automate project information.

Depending on organizational environment, examples may include tools such as:

- Microsoft Project;
- Microsoft Planner;
- Excel;
- Jira;
- Trello;
- Asana;
- Monday.com;
- Smartsheet;
- other organization-approved platforms.

This program is primarily **method- and tool-based rather than software-vendor dependent**.

The same project-management logic can be implemented through:

- Spreadsheet;
- document;
- whiteboard;
- collaboration platform;
- dedicated project-management software.

Optional customized versions may be aligned with the client's preferred technology.

SIMPLE TOOL VERSUS COMPLEX TOOL

A project worth ₱100,000 does not necessarily require the same governance as a ₱100 million enterprise transformation.

Tool selection should reflect:

- Project size;
- complexity;
- risk;
- number of stakeholders;
- regulatory requirements;
- duration;
- organizational governance;
- decision complexity.

A good principle is:

Use enough structure to control the project without creating more administration than value.

THE MSS T.O.O.L.K.I.T.™ PROJECT MANAGEMENT TOOLS FRAMEWORK

T — TRANSLATE THE PROJECT INTO CLEAR OBJECTIVES, SCOPE, DELIVERABLES, AND SUCCESS CRITERIA

Before scheduling work, define the project.

TOOL 1: PROJECT CHARTER

A practical Project Charter may contain:

- Project title;
- business need;
- purpose;
- objectives;
- expected outcomes;
- major deliverables;
- scope;
- exclusions;
- major milestones;
- key stakeholders;
- Project Manager;
- Sponsor;
- assumptions;
- constraints;
- major risks;
- success criteria.

The Charter creates shared understanding before detailed execution begins.

BUSINESS NEED

A project should answer:

Why are we doing this?

Example:

Weak:

“Implement a CRM.”

Stronger:

“Improve sales visibility and customer information management by implementing a standardized CRM across the Sales organization.”

PROJECT OBJECTIVE

A useful objective should clarify the desired result.

Example:

Implement the new CRM for 100 Sales employees by December 15 with 95% user access readiness and all active customer accounts migrated according to approved validation criteria.

TOOL 2: PROJECT SCOPE STATEMENT

The Scope Statement clarifies:

In Scope

What the project includes.

Out of Scope

What the project does not include.

This helps prevent:

“Since you're already doing that, can you add this too?”

TOOL 3: DELIVERABLES REGISTER

A deliverable is a defined output produced by the project.

Examples:

- Approved design;
- completed system;
- training materials;
- installed equipment;
- implemented process;
- signed acceptance.

A deliverables list keeps attention on outputs rather than merely activities.

TOOL 4: SUCCESS CRITERIA

Success criteria answer:

How will we know the project has succeeded?

Possible dimensions include:

- Time;
- cost;
- scope;
- quality;
- acceptance;
- adoption;
- business results.

O — ORGANIZE WORK, RESPONSIBILITIES, RESOURCES, AND DEPENDENCIES

Once the project is defined, the work must be structured.

TOOL 5: WORK BREAKDOWN STRUCTURE

A **Work Breakdown Structure or WBS** decomposes project deliverables into smaller, manageable components.

Example:

Office Relocation Project

1. Site Preparation

- Layout approval
- renovation
- electrical work

2. IT Migration

- Network
- equipment
- systems testing

3. Employee Relocation

- Communication
- packing
- physical move

4. Operational Readiness

- Inspection
- testing
- opening

WHY USE A WBS?

A WBS helps reduce:

- Forgotten work;
- unclear ownership;
- inaccurate estimates;
- poorly sequenced work.

Before asking:

“When will we finish?”

first ask:

“What exactly must be completed?”

WORK PACKAGE

A work package is a manageable portion of work that can be:

- Assigned;
- estimated;
- scheduled;
- monitored.

The exact level of decomposition depends on project complexity.

TOOL 6: RACI MATRIX

A RACI may clarify:

- **R — Responsible**
- **A — Accountable**
- **C — Consulted**
- **I — Informed**

Example:

Deliverable	Project Manager	HR	IT	Sponsor
Training Plan	A	R	C	I
System Configuration	A	C	R	I
Final Go-Live Approval	R	C	C	A

The discussion used to develop the matrix is often more valuable than the matrix itself.

TOOL 7: OWNER-DELIVERABLE-DUE-DONE

For day-to-day execution:

Owner

Who owns it?

Deliverable

What is required?

Due

By when?

Done

What evidence proves completion?

This makes accountability observable.

TOOL 8: RESOURCE PLAN

Projects may require:

- People;
- money;
- equipment;
- technology;
- facilities;
- vendors;
- specialist expertise.

A resource plan reduces the risk of discovering requirements only after work should have started.

TOOL 9: DEPENDENCY MAP

A dependency exists when:

One activity or deliverable depends on another before it can proceed.

Example:

Training cannot begin

Until

System configuration is sufficiently completed.

Dependency awareness helps avoid unrealistic schedules.

O — OUTLINE THE TIMELINE, MILESTONES, AND PROJECT EXECUTION PLAN

Once the work is known, determine when and in what sequence it should occur.

TOOL 10: MILESTONE PLAN

Milestones represent significant project events or achievements.

Examples:

- Design approved;
- contract signed;
- prototype completed;

- testing completed;
- training completed;
- go-live;
- customer acceptance.

Milestones provide management with high-level visibility.

TOOL 11: PROJECT SCHEDULE

A project schedule may identify:

- Activities;
- durations;
- start dates;
- finish dates;
- owners;
- dependencies;
- milestones.

TOOL 12: GANTT CHART

A Gantt Chart visually displays activities against time.

It can help teams see:

- Timing;
- overlap;
- dependencies;
- sequencing;
- progress.

A Gantt Chart should support planning and control—not merely look impressive in a presentation.

BASELINE

Once the project schedule or other performance expectations are formally approved, the project may establish a baseline.

The baseline answers:

What did we originally commit to?

Without a baseline, variance becomes difficult to measure.

PLANNED VERSUS ACTUAL

Example:

Planned Completion

Sept. 15

Forecast Completion

Sept. 20

Schedule Variance

Five-day delay.

The project leader should then determine:

- Cause;
- impact;
- recovery action;
- required decision.

L — LOG RISKS, ISSUES, ASSUMPTIONS, DECISIONS, ACTIONS, AND CHANGES

Projects generate information that should not remain only in people's memories.

TOOL 13: RISK REGISTER

A project risk is an uncertain future event that could affect project objectives.

A practical Risk Register may include:

Risk	Likelihood	Impact	Rating	Response	Owner
Supplier equipment delayed	High	High	Critical	Confirm alternate supplier	Procurement Lead

RISK MATRIX

A Risk Matrix helps prioritize risks based on dimensions such as:

Likelihood × Impact

Organizations may define their own rating scales.

TOOL 14: ISSUE LOG

A Risk asks:

What might happen?

An Issue asks:

What has already happened and needs resolution?

Example:

Risk:

Vendor may miss delivery.

Issue:

Vendor missed delivery yesterday.

ISSUE LOG FIELDS

Possible fields:

- Issue;
- date raised;
- impact;
- owner;
- action;
- due date;
- escalation;
- status.

TOOL 15: ASSUMPTION LOG

Projects rely on assumptions.

Example:

“Business users will be available for UAT during the first two weeks of October.”

If the assumption becomes false, project plans may need adjustment.

Documenting important assumptions allows them to be monitored.

TOOL 16: ACTION REGISTER

A simple Action Register may include:

Action	Owner	Due Date	Status	Evidence of Done
Finalize vendor shortlist	Procurement	Sept. 8	Open	Approved shortlist

Meeting commitments should not disappear after the meeting.

TOOL 17: DECISION LOG

A Decision Log records:

- What was decided;
- who decided;
- date;
- rationale;
- impact.

This reduces repeated debates over previously settled matters.

TOOL 18: CHANGE REQUEST AND CHANGE LOG

Changes may involve:

- Scope;
- cost;
- schedule;
- quality;
- resources;
- requirements.

A change should ideally be evaluated before approval.

CHANGE IMPACT ANALYSIS

Ask:

If we approve this change, what else changes?

Possible impact:

- More time;
- more cost;
- additional resources;
- increased risk;
- modified deliverables.

CHANGE CONTROL DOES NOT MEAN “NO CHANGES”

Projects often need to change.

Change control means:

Understand → Evaluate → Decide → Document → Communicate → Update

rather than:

“Someone requested it, so we added it.”

K — KEEP TRACK OF PROGRESS, PERFORMANCE, VARIANCES, AND COMMITMENTS

Project tools should help management understand what is actually happening.

TOOL 19: PROJECT STATUS REPORT

A useful Status Report may include:

Overall Status

Green / Amber / Red or equivalent.

Milestones

What's complete, upcoming, or late?

Progress

What was achieved?

Risks and Issues

What requires attention?

Decisions

What management input is needed?

Actions

What happens next?

ACTIVITY VERSUS RESULT

Weak status update:

“Held four meetings.”

Stronger:

“Finalized requirements and obtained Sponsor approval three days ahead of milestone.”

Management needs progress—not merely activity.

RAG STATUS

Organizations may use:

- **Green** — On track
- **Amber** — At risk / corrective intervention required
- **Red** — Major issue / management action required

Criteria should be defined.

A Project Manager should not mark everything green merely to avoid difficult conversations.

TOOL 20: MILESTONE TRACKER

A Milestone Tracker may contain:

Milestone	Baseline Date	Forecast Date	Status	Owner
UAT Complete	Oct. 10	Oct. 13	Amber	QA Lead

TOOL 21: PROJECT DASHBOARD

A dashboard may summarize:

- Schedule;
- budget;
- milestones;
- risks;

- issues;
- actions;
- decisions;
- scope;
- quality.

A strong dashboard enables management to understand project health quickly.

VARIANCE

Variance refers to the difference between planned and actual or forecast performance.

Potential areas include:

- Schedule variance;
- cost variance;
- scope variance;
- resource variance;
- quality variance.

The purpose is not merely to show variance.

It is to determine:

What are we going to do about it?

I — INFORM STAKEHOLDERS THROUGH CLEAR PROJECT COMMUNICATION AND DASHBOARDS

Different stakeholders require different project information.

TOOL 22: STAKEHOLDER REGISTER

May contain:

- Stakeholder;
- role;
- influence;
- interest;
- impact;
- expectations;
- engagement approach.

TOOL 23: POWER-INTEREST STAKEHOLDER MAP

Stakeholders may be grouped according to:

Power

And

Interest

to guide engagement.

The tool should support judgment rather than stereotype stakeholders permanently.

Stakeholder position can change.

TOOL 24: COMMUNICATION PLAN

A Communication Plan may answer:

Audience	Information	Frequency	Channel	Owner
Sponsor	Executive status	Weekly	Steering meeting	Project Manager
Project Team	Actions, issues, priorities	Twice weekly	Project meeting	Project Manager
End Users	Readiness and changes	Monthly	Email / briefing	Change Lead

COMMUNICATE FOR DECISION

An executive update should not bury the required decision.

A useful structure is:

Status

What is happening?

Impact

Why does it matter?

Recommendation

What should be done?

Ask

What decision or support is required?

PROJECT ESCALATION

Escalation should occur when:

- Authority is insufficient;
- project objectives are materially threatened;
- major risks exceed tolerance;
- decisions are delayed;
- cross-functional conflict cannot be resolved;
- resources require senior intervention.

Escalation is not automatically failure.

Late escalation can be.

T — TERMINATE PROPERLY THROUGH ACCEPTANCE, HANDOVER, CLOSURE, AND LESSONS LEARNED

Projects should end deliberately.

TOOL 25: PROJECT ACCEPTANCE CHECKLIST

Before declaring completion, confirm:

- Deliverables complete;
- quality criteria met;
- acceptance obtained;
- unresolved items identified;
- documentation complete.

TOOL 26: HANDOVER CHECKLIST

Handover may identify:

- Deliverables transferred;
- operational owner;
- documentation;
- training;

- warranty;
- support;
- outstanding issues;
- access;
- vendor information.

TOOL 27: LESSONS-LEARNED REGISTER

Ask:

- What worked?
- What did not?
- What surprised us?
- What should we repeat?
- What should we stop?
- What should future teams know?

Lessons learned are useful only if future projects can find and apply them.

TOOL 28: PROJECT CLOSURE REPORT

A Project Closure Report may summarize:

- Original objectives;
- final results;
- deliverables;
- schedule;
- cost;
- quality;
- unresolved items;
- benefits follow-up;
- lessons learned;
- formal closure.

THE INTEGRATED MSS PROJECT MANAGEMENT TOOLKIT

A practical organization may use the following combination:

Define

- Project Charter
- Scope Statement
- Deliverables Register

- Success Criteria

Organize

- WBS
- RACI
- Resource Plan
- Dependency Map

Schedule

- Milestone Plan
- Project Schedule
- Gantt Chart

Control

- Risk Register
- Issue Log
- Assumption Log
- Action Register
- Decision Log
- Change Log

Monitor

- Milestone Tracker
- Status Report
- Project Dashboard

Communicate

- Stakeholder Register
- Stakeholder Map
- Communication Plan

Close

- Acceptance Checklist
- Handover Checklist
- Lessons-Learned Register
- Closure Report

The objective is not for every project to use every tool.

The objective is:

Select the minimum set of tools that provides sufficient control for the project.

ONE-DAY PROJECT MANAGEMENT TOOLS TRAINING OUTLINE

Time	Modules and Essential Topics	Major Activity and Participant Output
8:00 AM–10:00 AM	MODULE 1: DEFINE AND ORGANIZE THE PROJECT—CHARTER, SCOPE, WBS, ROLES, AND STAKEHOLDERS 1. Project Management Tools Fundamentals • Tool versus process versus methodology versus software • right-sizing tools 2. Introducing the MSS T.O.O.L.K.I.T.™ Framework • Translate, Organize, Outline, Log, Keep Track, Inform, Terminate 3. Defining the Project • Project Charter • objectives • deliverables • success criteria • assumptions • constraints 4. Scope Tools • In scope • out of scope • scope boundaries 5. Work Organization Tools • WBS • work packages • RACI • Owner–Deliverable–Due–Done • Stakeholder Register and Map	Major Activity: Build the Project Foundation Workshop — Participants receive a poorly defined project and convert it into a structured project foundation by creating objectives, scope, deliverables, a WBS, stakeholder analysis, and responsibility assignments. Major Output: Project Charter, Scope Statement, WBS, Stakeholder Map, and Responsibility Matrix
10:00 AM–10:15 AM	MORNING BREAK	
10:15 AM–12:00 NN	MODULE 2: PLAN THE WORK—SCHEDULES, MILESTONES, DEPENDENCIES, RESOURCES, AND PROJECT BASELINES	Major Activity: From WBS to Project Roadmap Challenge — Participants transform the Module 1 WBS into a sequenced project plan, identify

Time	Modules and Essential Topics	Major Activity and Participant Output
	1. Converting the WBS Into a Plan • Activities • durations • resources 2. Milestone Planning • Significant events • management checkpoints 3. Dependency Mapping • Sequencing • predecessor/successor logic • handoffs 4. Scheduling Tools • Project schedules • Gantt-chart thinking • baseline dates 5. Planned versus Actual/Forecast • Recognizing potential schedule variance	dependencies, assign resources, establish milestones, and construct a visual schedule. Major Output: Project Milestone Plan, Dependency Map, Resource Plan, and Project Schedule/Gantt Chart
12:00 NN–1:00 PM	LUNCH BREAK	
1:00 PM–3:00 PM	MODULE 3: CONTROL THE PROJECT—RISK, ISSUES, ACTIONS, DECISIONS, CHANGES, AND PERFORMANCE TRACKING 1. Risk Management Tools • Risk identification • likelihood • impact • responses • Risk Register and Matrix 2. Issue and Assumption Management • Risk versus issue • Issue Log • Assumption Log 3. Execution Tracking Tools	Major Activity: Project Control Room Simulation — Participants respond to evolving project events including a supplier delay, resource shortage, new requirement, unresolved issue, and delayed decision. They determine what belongs in each project control tool and update project status accordingly. Major Output: Integrated RAID/Control Register, Action Register, Decision Log, Change Log, and Milestone Tracker



Time	Modules and Essential Topics	Major Activity and Participant Output
	• Action Register • Owner–Due–Done • overdue actions 4. Decision and Change Control • Decision Log • Change Request • Change Log • impact analysis 5. Performance Tracking • Baseline versus actual • variance • Milestone Tracker • RAG status	
3:00 PM–3:15 PM	AFTERNOON BREAK	
3:15 PM–5:00 PM	MODULE 4: COMMUNICATE, REVIEW, AND CLOSE—STATUS REPORTS, DASHBOARDS, ESCALATION, HANDOVER, AND LESSONS LEARNED 1. Project Status Reporting • Activity versus accomplishment • schedule • risks • issues • decisions • next actions 2. Project Dashboards • Executive visibility • RAG indicators • milestone status • key exceptions 3. Stakeholder Communication • Communication Plan • right message • right audience • right timing • escalation	Major Activity: T.O.O.L.K.I.T.™ Project Management Command Center — Participants consolidate their project information into an executive dashboard, deliver a project-status briefing, respond to management questions, then close a simulated project using acceptance, handover, and lessons-learned tools. Major Output: Executive Project Status Dashboard and Integrated MSS Project Management Toolkit with 30-, 60-, or 90-Day Application Plan

Time	Modules and Essential Topics	Major Activity and Participant Output
	4. Project Review Meetings - Decision and action discipline - using the tools as one integrated system 5. Project Closure Tools - Acceptance - handover • - lessons learned - Closure Report	
5:00 PM	PROGRAM CLOSING	Learning synthesis, project-tool commitments, evaluation, and recommended next steps

MAJOR PARTICIPANT OUTPUTS

Participants are expected to complete:

- Project Charter, Scope Statement, WBS, Stakeholder Map, and Responsibility Matrix**
- Project Milestone Plan, Dependency Map, Resource Plan, and Project Schedule/Gantt Chart**
- Integrated RAID/Control Register, Action Register, Decision Log, Change Log, and Milestone Tracker**
- Executive Project Status Dashboard and Integrated MSS Project Management Toolkit with 30-, 60-, or 90-Day Application Plan**

THE PROJECT MANAGEMENT TOOLS COVERED

Depending on customization and available time, the program may address up to approximately **28 practical project-management tools**, including:

- Project Charter
- Scope Statement
- Deliverables Register
- Success Criteria
- Work Breakdown Structure
- RACI Matrix
- Owner–Deliverable–Due–Done
- Resource Plan
- Dependency Map
- Milestone Plan
- Project Schedule
- Gantt Chart

13. Risk Register
14. Risk Matrix
15. Issue Log
16. Assumption Log
17. Action Register
18. Decision Log
19. Change Request
20. Change Log
21. Project Status Report
22. Milestone Tracker
23. Project Dashboard
24. Stakeholder Register
25. Stakeholder Map
26. Communication Plan
27. Lessons-Learned Register
28. Project Closure Checklist/Report

For a one-day program, the facilitator emphasizes the **most important integrated tools** rather than spending equal time on all 28.

SAMPLE PROJECT MANAGEMENT TOOLS SITUATIONS

Activities may be customized around:

- New product launch;
- office relocation;
- technology implementation;
- CRM implementation;
- HRIS implementation;
- construction improvement;
- facility renovation;
- process-improvement project;
- customer onboarding project;
- strategic initiative;
- compliance project;
- new branch opening;
- event project;
- training rollout;
- organizational restructuring;
- marketing campaign;
- system migration;
- equipment installation;
- operational expansion;

- policy implementation;
- new service launch;
- customer-experience improvement project.

TRAINING METHODS

This **Training on Tools in Project Management in the Philippines** follows MSS Corporation's **EnterTRAINment** methodology:

- Approximately **30% concise facilitator input, demonstration, facilitated discussion, and synthesis**
- Approximately **70% tool-building exercises, project simulations, scheduling, risk analysis, dashboards, project controls, status reporting, peer review, and workplace application**

Methods may include:

- Project-tool readiness assessment;
- Charter-building exercise;
- scope-definition challenge;
- WBS workshop;
- RACI development;
- stakeholder mapping;
- milestone planning;
- dependency-mapping activity;
- Gantt exercise;
- Risk Register development;
- Risk Matrix;
- risk-versus-issue cases;
- Issue Log;
- Action Register;
- Decision Log;
- change-control simulation;
- variance analysis;
- status-report challenge;
- executive-dashboard development;
- project-review simulation;
- escalation case;
- lessons-learned activity;
- closure exercise.

TARGET PARTICIPANTS

This **Project Management Tools Training in the Philippines** is recommended for:

- Project Managers;
- Project Leaders;
- Project Coordinators;
- Project Officers;
- Program Coordinators;
- Project Management Office personnel;
- Team Leaders;
- Supervisors;
- Managers;
- Department Heads;
- Functional Managers;
- Engineers;
- IT professionals;
- HR professionals managing projects;
- Operations personnel;
- Finance personnel;
- Marketing personnel;
- Quality personnel;
- Process Improvement teams;
- Change Management teams;
- Implementation personnel;
- technical specialists leading initiatives;
- Management Trainees;
- High-Potential Employees;
- employees assigned to temporary project teams; and
- professionals who need practical project-management tools without necessarily being full-time Project Managers.

RECOMMENDED NUMBER OF PARTICIPANTS

Approximately **12 to 20 participants** is recommended for intensive tool-building, team exercises, peer review, and facilitator coaching.

Groups of approximately 25 participants may be accommodated through project teams and breakout exercises. Participants should ideally bring laptops for templates and hands-on application.

PARTICIPANT REQUIREMENTS

Participants may be asked to bring:

- Laptop;
- calculator where useful;
- organization-approved spreadsheet or project application;
- anonymized sample project;
- existing project template, where applicable.

For customized in-house programs, MSS Corporation may use the client's existing templates as starting points.

DELIVERY OPTIONS

The program may be delivered through:

- Face-to-face in-house training;
- live virtual instructor-led training;
- hybrid training;
- Project Management Academy;
- PMO development program;
- Project Manager bootcamp;
- Management Development Program;
- leadership-development initiative;
- project-governance implementation;
- project-management capability program; or
- customized training-and-consultancy engagement.

AVAILABLE PROGRAM FORMATS

Half-Day Project Management Tools Essentials

Exactly two modules:

Module 1 — Project Definition and Planning Tools

Charter, scope, WBS, RACI, schedule, milestones, and dependencies.

Module 2 — Project Control and Reporting Tools

Risk, issues, actions, status, changes, dashboard, and closure.

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One-Day Project Management Tools Training

Recommended for the complete **MSS T.O.O.L.K.I.T.™ Project Management Tools Framework**:
Translate → Organize → Outline → Log → Keep Track → Inform → Terminate

Two-Day Intensive Project Management Toolkit Workshop

Recommended when the organization requires deeper hands-on development involving:

- Actual projects;
- complete WBS development;
- detailed scheduling;
- resource planning;
- project controls;
- project dashboards;
- multiple tool iterations;
- templates customized to organizational governance.

Project Management Toolkit Development Consultancy

MSS Corporation may assist organizations seeking to standardize actual project tools such as:

- Project Charter;
- WBS;
- schedules;
- RACI;
- risk registers;
- issue logs;
- change forms;
- Action Registers;
- status reports;
- dashboards;
- project closure templates.

OPTIONAL SOFTWARE-SPECIFIC CUSTOMIZATION

The standard program is **vendor-neutral**.

Organizations may request customization around applications they already use, subject to scope and trainer capability, including project information maintained through:

- Microsoft Excel;

- Microsoft Project;
- Microsoft Planner;
- Jira;
- Trello;
- Asana;
- Monday.com;
- Smartsheet;
- equivalent organizational tools.

The core principle remains:

Learn the project-management logic first, then use technology to make the logic easier to execute.

CUSTOMIZATION OPTIONS

This **Project Management Tools Training in the Philippines** may be customized according to the client's:

- Project methodology;
- PMO standards;
- governance;
- templates;
- project lifecycle;
- approval processes;
- organizational structure;
- project terminology;
- software platforms;
- risk methodology;
- reporting practices;
- status indicators;
- decision authority;
- escalation process;
- project portfolio;
- actual anonymized projects.

POSSIBLE POST-TRAINING PERFORMANCE INDICATORS

Organizations may evaluate application using measures such as:

- Percentage of projects with approved Charter;
- percentage with clearly documented scope;
- percentage with WBS;
- percentage with defined owners;
- percentage with current Risk Register;
- overdue action rate;

- milestone on-time completion;
- schedule variance;
- issue-aging days;
- decision lag;
- change-request compliance;
- percentage of projects with current status report;
- percentage of projects using agreed templates;
- stakeholder satisfaction with project visibility;
- project-closure completion;
- lessons-learned documentation rate.

The goal is not:

“How many templates are being used?”

A stronger question is:

“Are the tools creating better project clarity, visibility, accountability, control, and delivery?”

PROFESSIONAL AND ORGANIZATIONAL BOUNDARIES

Project-management tools should support judgment rather than replace it.

Templates should also not be applied mechanically.

Organizations should tailor project governance to:

- Risk;
- complexity;
- scale;
- legal requirements;
- contractual obligations;
- regulatory requirements;
- organizational policy.

Projects involving specialist areas such as:

- Engineering;
- construction safety;
- information security;
- finance;
- procurement;
- legal compliance;

may require additional profession-specific tools and expertise.

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FREQUENTLY ASKED QUESTIONS

What is Project Management Tools Training in the Philippines?

Project Management Tools Training in the Philippines equips participants with practical tools for defining, planning, organizing, scheduling, assigning, monitoring, controlling, communicating, and closing projects.

What is Training on Project Management Tools in the Philippines?

Training on Project Management Tools in the Philippines teaches employees how to use practical project templates and management techniques including Project Charters, WBSs, RACI matrices, schedules, risk registers, issue logs, action registers, dashboards, and closure tools.

What is Tools in Project Management Training in the Philippines?

Tools in Project Management Training in the Philippines develops practical capability in selecting and applying the appropriate project-management tool at different stages of the project lifecycle.

What is Training on Tools in Project Management in the Philippines?

Training on Tools in Project Management in the Philippines helps participants understand how commonly used project-management tools connect to one another so project information can be managed as an integrated system rather than through disconnected templates.

Is this a Project Management Fundamentals course?

There is some foundational content, but this program is primarily **tool-oriented and application-oriented**. For broader Project Management principles, MSS Corporation may recommend its **Project Management Fundamentals Training**.

Is this the same as Project Planning and Control Training?

No.

Project Planning and Control Training goes deeper into planning, scheduling, monitoring, variances, corrective action, and recovery.

This program provides a **broader toolkit across the project lifecycle**, including project definition, stakeholders, roles, risks, issues, communication, change control, and closure.

Is this a Project Management software course?

Not necessarily.

The core program is vendor-neutral.

It teaches the project-management logic behind the tools.

Software-specific versions can be considered separately.

Does it cover Microsoft Project?

The concepts of schedules, milestones, dependencies, and Gantt Charts are included.

A dedicated Microsoft Project hands-on course may require a separate or customized program depending on the required software depth.

Does it cover Excel?

Templates can be implemented in spreadsheet format where appropriate.

Does it cover WBS?

Yes.

Work Breakdown Structure development is a central planning tool in Module 1.

Does it cover Gantt Charts?

Yes.

Gantt-chart thinking and visual project scheduling are covered in Module 2.

Does it cover RACI?

Yes.

Participants learn to use RACI for project-role clarification.

Does it include stakeholder tools?

Yes.

Stakeholder Registers, maps, and communication planning are included.

Does it cover Risk Registers?

Yes.

Participants develop and use a Risk Register and Risk Matrix.

Does it explain risk versus issue?

Yes.

Participants learn that:

Risk = uncertain future event

While

Issue = existing condition requiring action.

Does it include an Issue Log?

Yes.

Does it include an Action Register?

Yes.

Action tracking is included to improve execution discipline.

Does it include a Decision Log?

Yes.

Participants learn how decision history supports project governance and prevents unnecessary rework.

Does it cover change control?

Yes.

Participants learn how to capture, evaluate, approve or reject, communicate, and track project changes.

Does it cover Project Status Reports?

Yes.

Module 4 includes project-status reporting and executive communication.

Does it teach project dashboards?

Yes.

Participants create a practical project-status dashboard.

Does it cover lessons learned?

Yes.

Lessons learned form part of project closure.

Can participants use an actual company project?

Yes.

This is strongly recommended for customized in-house programs when appropriate.

Can MSS use our existing project templates?

Yes.

The program may be aligned with or adapted around the organization's existing project methodology and documentation.

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Can MSS help create standardized project templates for us?

Yes.

The training can be expanded into a project-management toolkit development or PMO standardization engagement.

Is this applicable to Agile projects?

Many tools remain useful, although the exact form and terminology may differ.

Customization can align tools with predictive, Agile, hybrid, or organization-specific project environments.

Is this only for Project Managers?

No.

It is particularly useful for professionals who lead projects but are not full-time Project Managers.

Can this be delivered virtually?

Yes.

Virtual delivery may use collaborative project templates, shared spreadsheets, online whiteboards, breakout teams, and project simulations.

Is one day enough?

One day provides a practical introduction and hands-on experience with the most important tools using the complete **MSS T.O.O.L.K.I.T.™ Project Management Tools Framework**.

Organizations needing detailed scheduling, software mastery, actual template development, or PMO implementation may benefit from a two-day workshop or customized consultancy.

RELATED MSS CORPORATION TRAINING PROGRAMS

Organizations considering this program may also explore:

- Project Management Fundamentals Training;
- Project Management for Non-Project Managers Training;
- Project Planning and Control Training;
- Project Leadership and Team Management Training;
- Project Risk Management Training;
- Project Stakeholder Management Training;
- Project Communication Training;
- Managing Multiple Projects Training;
- Agile Project Management Training;
- Project Monitoring and Evaluation Training;

- Problem Solving and Decision-Making for Leaders Training;
- Workplace Communication Skills Training;
- Time Management Training;
- Change Management Training; and
- Leadership Development Training.

WHY CHOOSE MSS CORPORATION FOR PROJECT MANAGEMENT TOOLS TRAINING IN THE PHILIPPINES?

Tools Are Taught as an Integrated System

Participants do not receive a random collection of templates.

They learn how tools connect:

Charter → Scope → WBS → Roles → Schedule → Risks → Issues → Actions → Changes → Dashboard → Closure

Proprietary MSS T.O.O.L.K.I.T.™ Framework

Participants receive one practical sequence:

Translate → Organize → Outline → Log → Keep Track → Inform → Terminate

Tool Selection Before Bureaucracy

The philosophy is:

Use the simplest tool that provides sufficient project control.

Hands-On Application

Participants actually create:

- Charters;
- WBSs;
- responsibility matrices;
- schedules;
- risk registers;
- dashboards.

Planning and Control Are Connected

Participants see how the original plan becomes the basis for project monitoring and corrective action.

Strong Accountability Tools

The program introduces practical mechanisms such as:

Owner → Deliverable → Due → Done

and Action Registers.

Better Management Visibility

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Project-status reports and dashboards are designed to help leaders understand:

- What is on track;
- what is at risk;
- what needs a decision.

Vendor-Neutral

Participants develop transferable project-management capability independent of any single software platform.

Customizable to Existing PMO Standards

Organizations do not necessarily need to discard their current tools.

MSS Corporation can work with existing templates and improve how participants use them.

EnterTRAINment Methodology

Participants:

Define → Break Down → Assign → Schedule → Analyze → Track → Communicate → Close

rather than merely listen to explanations of project-management tools.

CALL TO ACTION**Great Projects Need More Than Good Intentions. They Need the Right Tools Used the Right Way.**

Equip your Project Managers, Project Leaders, Coordinators, supervisors, managers, technical specialists, and project-team members with practical tools to define projects clearly, organize work, assign responsibilities, develop schedules, identify risks, manage issues, track actions, control changes, communicate progress, and close projects properly.

Partner with MSS Corporation for a customized:

- **Project Management Tools Training in the Philippines**
- **Training on Project Management Tools in the Philippines**
- **Tools in Project Management Training in the Philippines**
- **Training on Tools in Project Management in the Philippines**

designed around your organization's project methodology, PMO standards, industry, project complexity, project templates, software environment, governance, recurring execution problems, and desired project-management capability.

T.O.O.L.K.I.T.™ — THE RIGHT PROJECT TOOL. AT THE RIGHT TIME. FOR THE RIGHT DECISION.

Define clearly. Plan visibly. Track consistently. Communicate intelligently. Close properly.

With MSS, We Make Strong Success.

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