



Action Planning and Management

Course description

This course is designed to provide participants with a solid understanding of the fundamentals of action planning and management as part of a CAPA. Throughout the course, participants will explore the complete project planning and management cycle, from initiation to closure. Through a combination of theory and practice, participants will learn how to develop effective action plans, monitor and control project progress, and close projects efficiently.

At the end of the course you will be able to:

- Provide engineers and other professionals in the medical device industry, with project planning knowledge and tools to support the CAPA Actions process.
- Define the role and expectations of an action planning owner.
- Learn the importance of establishing a project structure and the characteristics of a typical Action Planning phase of a CAPA.
- Learn and use the tools provided during this course to develop the different stages of the Action Planning phase of a CAPA.
- Learn how to report the project status and performance to stakeholders.


Main topics

- 1 Action Initiation
 - Capturing the Action
 - Defining the Scope of work
 - Scope
 - Goals/Objective
 - Stakeholders
 - Requirements
 - Assumptions
 - Success Criteria
- 2 Action Planning
 - Work Breakdown Structure
 - Define the Action Plan
 - Cost
 - Duration
 - Resources
- 3 Action Management and Monitoring
 - Develop Project Gantt Chart
 - Develop the Risk Management Plan
 - Communication Strategy
 - Track and Monitor Project Progress
 - Report Progress
 - Managing Risk
 - Implement Change Control – Scope Creep
- 4 Action Closure
 - Action Report Out and Closure

Contact

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Course features

Instructor Led 

Duration: 9 hours 

Tools and templates 

Applied learning 

Course certificate 