
Project Coordination Training Course: Trackers, Reporting and Team Follow-Up

22 – 26 November 2026
Kuala Lumpur





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Programme Summary

Project coordination is the subject of this one-week training course for coordinators, team leads and junior project managers, ending in a project coordination toolkit for one live project. Projects slip when schedules, decisions and risks are tracked in scattered files and nobody owns the follow-up. The programme moves from the coordinator's role, through diagnosis of how a project is currently tracked, to the design of trackers, logs, meetings and reports, then applies them to one project. Mars Training Centre UK delivers this project coordination programme for professionals from mixed organisations.

The Business Case

A project team loses time when nobody can say who owns an action, which decision was taken or what has changed since the last report. A coordinator who keeps trackers current, records decisions and escalates early gives the project manager and the sponsor information they can act on. Coordination therefore becomes a visible discipline with its own routines, rather than background administration.

- Schedule Variance: Narrows as slipping tasks are spotted and escalated earlier.
- Rework from Missed Decisions: Falls as decisions and changes are logged and communicated.
- Reporting Effort: Reduces as one set of trackers feeds every report.

Principles and Evidence Base

- Action and decision logs: They give every commitment an owner and a date, and are built in Session 2.
- Risk and issue registers: They separate possible events from current problems, and are designed in Session 3.
- Change request control: It keeps scope, cost and schedule changes visible to the sponsor, and is practised in Session 4.

Intended Participants

- Coordinators who maintain schedules, trackers and records for one or more projects.
- Team leads who follow up actions across colleagues and suppliers.
- Junior project managers who prepare status reports for sponsors.
- Office staff who support project meetings and document control.

Typical sectors include construction, banking, healthcare and public services.



Learning Outcomes

1. Participants will be able to diagnose how a project's schedule, actions and decisions are currently tracked.
2. Participants will be able to construct a tracker set that gives every task and action an owner.
3. Participants will be able to prioritise risks, issues and change requests for escalation.
4. Participants will be able to design a meeting rhythm that produces recorded decisions.
5. Participants will be able to evaluate a status report for accuracy and clarity.
6. Participants will be able to justify a coordination toolkit to a project manager and sponsor.

Programme Structure

Day 1: Project Coordination and the Coordinator's Role

Where does coordination end and project management begin?

- Coordinator and Project Manager Role Boundary Map
- Project Life Cycle Touchpoint Chart
- Responsibility Assignment Grid
- Coordination Workload Inventory
- Personal Coordination Skills Review

Day 2: Diagnosing Tracking and Follow-Up

How reliable are the trackers and records a project relies on today?

- Schedule Tracker Audit
- Action Log Completeness Check
- Decision Log Review
- Document Control Gap List
- Follow-Up Delay Pattern Sheet

Day 3: Designing Trackers, Registers and Reports

How is project information captured once and reused in every report?

- Integrated Tracker Layout
- Risk and Issue Register Template
- Dependency and Milestone Watch List
- Status Report Format
- Vendor and Supplier Follow-Up Schedule



Day 4: Designing Meetings, Communication and Change Control

How do meetings, messages and changes keep the team aligned?

- Meeting Cadence Plan
- Agenda and Minutes Template
- Stakeholder Communication Matrix
- Change Request Form and Flow
- Escalation Path Card

Day 5: Applying the Toolkit to One Project

Does the toolkit hold when tested on a live project?

- Re-Running the Session 2 Tracker Audit on the Project
- Loading the Session 3 Register and Report Formats with Live Data
- Testing the Session 4 Meeting and Change Routines
- Defending the Draft Toolkit before a Peer Panel
- Completing the Project Coordination Toolkit

Methodology

The programme uses a structured exercise method built on anonymised project schedules, action logs, meeting notes and status reports from construction, banking and public services. Participants work in small groups on one project, challenge each other as a project manager and a sponsor would, and receive facilitator feedback on every work product.

- Suggested activity: Rebuilding a messy action list into an owned, dated log.
- Suggested activity: Turning raw meeting notes into minutes with recorded decisions.
- Suggested activity: Rewriting a vague status report so a sponsor can act on it.

Capstone Output

Each participant completes a project coordination toolkit for one project. It holds a tracker set, action and decision logs, a risk and issue register, a status report format, a meeting rhythm and a change request flow. The toolkit is used at work to run the project's weekly follow-up, brief the project manager and give the sponsor a consistent view.

Frequently Asked Questions

Is project coordination suitable for people new to project work?

Yes. Project coordination is taught from first principles and assumes you support a project team, not any earlier project management training.



Which practices does project coordination rest on in this programme?

Project coordination here rests on action and decision logs, risk and issue registers and change request control, each built into a working tracker.

How is the project coordination toolkit used at work?

You use the toolkit to run weekly follow-up, brief your project manager and give the sponsor one consistent view of schedule, risks and changes.

How does project coordination differ from a programme on project management?

Project coordination centres on the trackers, records and follow-up that keep a project running, while project management centres on planning, budgeting and leading the whole project.