Essential Skills for Project Scheduling and Planning Course

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Malé (Maldives)



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Why This Course

Project scheduling and planning are essential for delivering projects on time, within scope, and with better control over resources and risks. A strong schedule helps teams understand what needs to be done, when it should happen, which activities are critical, and how delays may affect overall project delivery.

This comprehensive 1-week Project Scheduling and Planning Training program equips participants with practical techniques for building, managing, monitoring, and communicating project schedules. The course covers scope definition, Work Breakdown Structures, scheduling methods, network diagrams, Gantt charts, duration estimation, resource allocation, critical path analysis, schedule risk management, progress tracking, baseline control, earned value basics, and schedule change management. Through hands-on exercises, participants will learn how to create realistic schedules and use them as effective tools for project control and stakeholder communication.

What You'll Learn and Practice

By joining this program, you will:

- Develop proficiency in creating and managing project schedules.
- Understand project lifecycle stages and planning processes.
- Define project scope, objectives, deliverables, and planning assumptions.
- Create Work Breakdown Structures to organize project work.
- Apply scheduling methodologies such as CPM and PERT.
- Build network diagrams and define precedence relationships.
- Sequence activities and manage dependencies.
- Use Gantt charts to visualize project timelines.
- Estimate activity durations and resource requirements accurately.
- Allocate resources and resolve scheduling conflicts.
- Identify critical paths and calculate float.
- Assess schedule risks and develop mitigation strategies.
- Track progress, control baselines, and communicate schedule performance.



The Program Flow

Day 1: Fundamentals of Project Planning

- Understand key project management concepts and planning principles.
- Explore the project lifecycle and its relationship to scheduling.
- Define project scope, objectives, deliverables, and success criteria.
- Break project work into manageable components.
- Create Work Breakdown Structures that support realistic scheduling.

Day 2: Scheduling Techniques and Tools

- Understand scheduling methodologies, including Critical Path Method and PERT.
- Build network diagrams and map activity relationships.
- Define activity sequencing and dependencies.
- Use Gantt charts to visualize project activities and timelines.
- Select suitable scheduling tools and formats for different project needs.

Day 3: Time and Resource Estimation

- Apply techniques for accurate duration estimation.
- Estimate resource requirements for project activities.
- Allocate resources across tasks and timelines.
- Identify constraints that may affect schedule performance.
- Apply schedule optimization and compression techniques such as fast-tracking and crashing.

Day 4: Critical Path Analysis and Risk Management

- Identify and analyze the critical path in project schedules.
- Calculate and manage float to understand schedule flexibility.
- Assess schedule risks and potential delay factors.
- Develop mitigation actions for high-risk activities.
- Incorporate buffers and contingencies to improve schedule resilience.

Day 5: Schedule Control and Communication

- Set schedule baselines and track project progress.
- Apply basic Earned Value Management concepts to schedule performance.
- Monitor variances and identify corrective actions.
- Report and communicate schedule information clearly to stakeholders.
- Manage schedule changes while maintaining control and transparency.



Individual Impact

- Build confidence in creating realistic and achievable project schedules.
- Strengthen skills in estimation, sequencing, dependencies, and resource planning.
- Improve ability to identify critical activities and schedule risks.
- Gain practical tools for monitoring progress and managing changes.
- Enhance communication skills for reporting schedule performance to stakeholders.

Work Impact

- Improve project delivery through stronger planning and timeline control.
- Reduce delays by identifying risks, constraints, and critical activities earlier.
- Support better resource allocation and conflict resolution.
- Improve stakeholder visibility through clearer schedule reporting.
- Strengthen overall project control and decision-making.

Training Methodology

This program combines project scheduling concepts with hands-on planning application through:

- Work Breakdown Structure development exercises.
- Network diagramming and dependency mapping activities.
- Gantt chart and schedule visualization practice.
- Duration estimation and resource allocation workshops.
- Critical path, float, and schedule risk analysis exercises.
- Progress tracking, reporting, and change management scenarios.

Beyond the Course

Upon completion, participants will be able to:

- Create realistic project schedules aligned with scope and objectives.
- Estimate time and resources more accurately.
- Build network diagrams, Gantt charts, and schedule baselines.
- Identify critical paths, float, and schedule risks.
- Monitor progress and control schedule changes.
- Communicate project timelines and progress clearly to stakeholders.

