Course Name:
Project Planning and Scheduling

Synopsis

Welcome to the Project Planning and Scheduling training program! Over the next three days, we will explore the fundamental principles and best practices of project management, focusing on planning and scheduling techniques at an intermediate level. Effective project planning and scheduling are essential for successful project execution. They ensure that projects are completed on time, within budget, and meet stakeholder expectations. In this training, we will dive deep into various aspects of project planning and scheduling, including scope management, time management, cost management, risk management, and quality management. Through interactive discussions, case studies, and hands-on activities, you will gain practical skills that you can apply immediately in your projects. Our goal is to equip you with the knowledge and tools necessary to plan, schedule, and manage projects effectively, ultimately leading to project success. We encourage active participation and open communication throughout the training. Feel free to ask questions, share your experiences, and engage with your fellow participants. Together, we will explore the world of project planning and scheduling and enhance our project management skills. Let's embark on this learning journey together and make the most of this opportunity to grow and excel in our project management endeavors.

Benefits for Clients:

- **Improved Project Delivery:** Clients can expect projects to be completed on time, within budget, and meeting their requirements, leading to increased satisfaction.
- **Better Communication:** Clients will experience improved communication regarding project progress, potential issues, and changes, leading to greater transparency and trust.
- **Risk Mitigation:** Clients will benefit from better risk management practices, reducing the likelihood of project delays or failures.
- **Quality Assurance:** Clients can expect higher-quality deliverables due to improved quality management practices implemented during the project.

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- **Cost Savings:** Clients may experience cost savings as a result of better project planning and scheduling, leading to more efficient resource utilization.

Benefits for Participants:

- **Enhanced Skills:** Participants will develop advanced project planning and scheduling skills that can be applied immediately in their roles.
- **Career Advancement:** Participants will be better equipped to take on more challenging project management roles and advance in their careers.
- **Increased Confidence:** Participants will gain confidence in their ability to plan, schedule, and manage projects effectively.
- **Networking Opportunities:** Participants will have the opportunity to network with other professionals in the field of project management.
- **Professional Development:** Participants will earn a certificate of completion, demonstrating their commitment to professional development in project management.

What You Will Learn

Training Objective:
The objective of this training program is to provide participants with a comprehensive understanding of project planning and scheduling at an intermediate level. By the end of the training, participants will be able to effectively plan, schedule, and manage projects, ensuring successful project outcomes.

Training Outcome:
By the end of this training program, participants will be able to:

- Understand the key elements of project planning and scheduling.
- Develop a project plan that includes scope, schedule, and budget components.

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- Apply project scheduling techniques such as Gantt charts, network diagrams, and critical path method (CPM).
- Identify and mitigate project risks through effective risk management strategies.
- Monitor and control project progress using schedule performance analysis techniques.
- Communicate project information effectively to stakeholders.
- Close out projects efficiently, including conducting project reviews and documenting lessons learned.

Who Should Attend

- Project Managers
- Project Coordinators
- Team Leaders
- Business Analysts

Prerequisite

N/A

Course Methodology

Case Studies: Real-world case studies will be analyzed to understand how project planning and scheduling principles are applied in different scenarios.

Group Discussions: Interactive group discussions will encourage participants to share their experiences, challenges, and insights related to project planning and scheduling.

Q&A Sessions: Regular Q&A sessions will be held to clarify doubts and ensure that participants have a clear understanding of the topics covered.

Course Duration

3 days - 9am - 5pm

Course Structure

Session 1: *Introduction to Project Planning*

o   Definition of project planning
o   Importance of project planning
o   Key elements of a project plan

Session 2: *Project Scope Management*

o   Defining project scope
o   Techniques for defining project scope
o   Scope management plan

Session 3: *Project Time Management*

o   Work breakdown structure (WBS)
o   Estimating activity durations
o   Sequencing activities

Session 4: Project Cost Management

o   Cost estimation techniques
o   Cost baseline
o   Monitoring and controlling project costs

Session 5: Project Risk Management

o   Identifying project risks
o   Risk assessment techniques
o   Risk mitigation strategies

Session 6: Project Quality Management

o   Quality planning
o   Quality assurance
o   Quality control

Session 7: Introduction to Project Scheduling

o   Gantt charts
o   Network diagrams
o   Critical Path Method (CPM)

Session 8: Advanced Scheduling Techniques

o   Resource leveling
o   Schedule compression
o   Schedule performance analysis

Session 9: _Project Communication Management_

- o   Communication planning
- o   Stakeholder communication

Session 10: Project Procurement Management

- o   Procurement planning
- o   Solicitation planning
- o   Source selection

Session 11: Project Execution and Monitoring

- o   Project kickoff
- o   Monitoring project performance
- o   Change management

Session 12: Project Presentation

- o   Project review
- o   Lessons learned
- o   Closing documentation