



PMP107

Project Planning and Scheduling

Course Introduction:

This course will provide participants with a thorough background in the concepts of Planning and Scheduling Engineering and Construction projects. The course addresses how to identify, monitor, and balance information crucial for the successful management of projects. It will discuss the development of a baseline performance management plan (PMP) ® for the project that will allow the efficient compilation and the timely generation of quantitative performance comparisons. The comparisons highlight significant performance departures (“actual vs. baseline”) and allow for preventive and early remedial and corrective actions.

The course will use Primavera for Engineering and Construction 5.0 to demonstrate how today available tools can be used to effectively manage projects data and provide visibility for important project performance data. It is therefore highly recommended for delegates to attend a course on managing projects using Primavera for Engineering and Construction after attending this course to gain the full competency in applying the knowledge gained on their projects.

Course Objectives:

This course will teach you how to identify management responsibilities, develop your communication skills, identify effective administrative responsibilities, understand legal requirements, structure and use effective record-keeping methods, and promote good organizational and contract close-out procedures

After participating in this course, you will be able to:

- Identify management responsibilities
- Use effective communication skills
- Understand effective administrative responsibilities
- Understand legal requirements
- Structure and use effective record-keeping methods
- Promote good organization procedures
- Avoid disputes and claims

Who Should Attend?

This course is vital for Executives with limited or no previous project management experience, Project Management Team Members, Project Coordinators, Project Control Managers and Engineers, Project Planning and Scheduling Engineers, Project Administrators, Project Expeditors, Assistant Project Managers and Junior Project Managers.

Course Outline:

Day 1:

Introduction

- Understanding Project Definitions and Characteristics
- Project Success and Delivery Pains
- The Science of Project Management
- Project Stakeholders

Day 2:

Develop the Baseline Plan

- Initiating a Project
- Decompose the Project Scope
- Assign Responsibility
- Schedule the Work
- Defining Activities
- Sequencing Activities
- Resource Requirements
- Duration Estimating
- Scheduling & Schedule Compression
- Develop Time-Phased Budget
- Schedule Compliance with QA/QC Plan
- Develop the Project Communication Plan
- Develop the Risk Management Plan
- Set the Performance Baseline Plan

Day 3:

Project Implementation

- Manage the Schedule Plan
- Manage the Project Costs
- Analyze Project Performance Data
- Maintain the Project Baseline

Day 4:

Delay Analysis

- Owner, Engineer and Contractor Delays
- After the Fact Delay Analysis Techniques
- Delay Damages and Acceleration

Day 5:

Q&A

Course Certificate:

International Center for Training & Development (ICTD) will award an internationally recognized certificate(s) for each delegate on completion of training.

Course Methodology:

A variety of methodologies will be used during the course that includes:

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionnaires
- Group Work
- Discussion
- Presentation

Course Fees:

To be advised as per course location. This rate includes participant's manual, and-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Timings:

Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session