



## Course Introduction:

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Systematic Planning, Scheduling and Control of Projects are the essential ingredients of project success.

Every year large numbers of projects significantly overrun their budgets and schedules, often with sizable increases in costs, or substantial financial losses to the organization. This is due mainly to the failure of many project managers to successfully apply the tools and techniques of modern project management to their projects.

This course will provide you with a proven set of methods, processes, tools and techniques to:

- Develop an integrated scope, schedule and cost management plan
- Measure, forecast and control project performance
- Estimate and allocate costs and resources
- Manage and mitigate risks associated with the project
- Develop a recovery plan for budget and schedule overruns
- Produce clear and concise project reports

This brand new course will significantly enhance the skills and knowledge of delegates and improve their ability to plan, schedule, estimate, and control projects.

## Course Objectives:

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Delegates will develop advanced project management performance and leadership skills and knowledge through formal and interactive learning methods. The program includes team projects, applicable case studies, group discussion and video material.

## Who Should Attend?

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This course is designed for project planning engineers and managers, and senior project control and business services professionals who have the responsibility for controlling project schedules and costs in client and contracting companies.

## Course Outline:

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### Day 1:

#### **Introduction and Review of Project Fundamentals**

## **Day 2:**

### **Project Scope Planning and Definition**

- Scope Planning
- Work Breakdown Structure (WBS)
- Work Packages
- Statement of Work (SOW) – Technical Baseline
- Scope Execution Plan
- Project Deliverables

### **Project Schedule Planning and Critical Path Method**

- Precedence Network Diagramming
- Job Logic Relationship Chart
- Critical Path Analysis
- Project Float Analysis
- Line of Balance Scheduling (Recurring Activities)
- Activity Duration Estimation
- Project Acceleration Techniques
- PERT Analysis – Schedule Risk Contingencies
- Milestone Chart
- Gantt chart – Schedule Baseline

## **Day 3:**

### **Project Resource Estimation and Planning**

- Project Estimating Processes
- Production and Productivity Planning
- Resource Estimating – Labour, Plant, Materials
- Cost Estimating – Direct and Indirect Costs
- Project Cost System – WBS Coding
- Project budgeting
- Project Cash Flow Analysis
- Resource and Cost Allocation – Cost Baseline

## **Day 4:**

### **Project Execution Management and Control**

- Progress Tracking and Monitoring
- Project Cost Management
- Earned Value Control Process
- Schedule Variances
- Cost Variances

- Progress Control Charts – Trend Analysis
- Schedule and Cost Variance Forecasting
- Labour Management and Cost Control
- Materials Management and Cost Control
- Earned Value Analysis
- Earned Value Reporting

### **Day 5:**

#### **Project Recovery Plan Development**

- Project Variance Analysis and Quantification
- Schedule Performance Index (SPI)
- Cost Performance Index (CPI)
- Setting Schedule and Cost Control Limits
- Project Recovery Data Assessment
- Schedule and Cost Recovery Analysis
- Schedule and Cost Recovery Plan
- Project Recovery Baselines and Controls

## **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:

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**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:

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### 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

