MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

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CREATING AND MAINTAINING DETAILED PROJECT TIMELINES

""Mastering the Art of Building, Updating, and Communicating Effective Project Schedules""

Schedule

Date	Venue	Fees (Face-to-Face)
20 – 24 Apr 2026	Istanbul, Turkey	USD 3495 per delegate

► **Available delivery methods:** Face-to-Face & Online Training

Introduction

Timely project delivery is critical to success, yet many projects fail due to poor planning, unrealistic schedules, and lack of control over timelines. Whether using spreadsheets or specialized software, project professionals must be able to create, analyze, and maintain robust project schedules that reflect dependencies, constraints, and progress accurately.

This 5-day practical course equips participants with the tools and techniques needed to build and manage detailed project timelines using industry best practices. Participants will learn how to develop realistic schedules, track progress, manage slippage, and communicate updates effectively using tools such as Gantt charts, network diagrams, and scheduling software.

Objectives

By the end of this course, participants will be able to:

- Develop work breakdown structures (WBS) and define project activities
- Sequence activities and identify dependencies using network logic
- Estimate durations and assign resources to tasks
- Create Gantt charts and maintain project baselines
- Monitor schedule performance and adjust timelines as necessary

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Why Attend

- Build practical skills to manage time-related aspects of any project
- Learn to use simple or advanced tools for timeline creation and updates
- Improve forecasting and decision-making with visual schedules
- Strengthen accountability and stakeholder engagement through clear plans
- Avoid overruns by identifying and correcting schedule deviations early

Target Audience

This program is designed for:

- Project coordinators, planners, and schedulers
- Project and program managers in any industry
- Team leads responsible for delivering project milestones
- Technical and operational staff contributing to planning or reporting
- Anyone needing to create or interpret project schedules

Individual Benefits

Key competencies that will be developed include:

- Activity definition, sequencing, and critical path analysis
- Creation and updating of Gantt charts and schedules
- Time tracking, float calculation, and milestone reporting
- Use of scheduling software (MS Project or equivalent)
- Real-time problem-solving for schedule disruptions

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Accurate and realistic planning of project delivery timelines
- Enhanced project tracking and progress reporting
- Improved ability to respond to delays and resource changes
- Stronger coordination between departments and project functions
- Reduced risk of project overruns and missed deadlines

Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings – Planning principles, network logic, and time control
- Case Studies – Analysis of real-world scheduling challenges
- Workshops – Create project schedules, monitor timelines, and assess impact of delays
- Peer Exchange – Project schedule walk-throughs and collaborative review
- Tools – Templates, Gantt builders, milestone trackers, and variance dashboards

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Course Outline

Training Hours: 07:30 AM – 03:30 PM Daily Format: 3–4 Learning Modules | Coffee Breaks: 09:30 & 11:15 | Lunch Break: 01:00 – 02:00

Day 1: Foundations of Project Scheduling

- Module 1: Role of Scheduling in Project Management (07:30 – 09:30) • Importance of time control in project success • Schedule elements and terminology
- Module 2: Work Breakdown Structures (WBS) and Task Identification (09:45 – 11:15) • Decomposing deliverables into actionable tasks
- Module 3: Workshop – Building a WBS (11:30 – 01:00) • Develop a task hierarchy for a sample project

Day 2: Sequencing and Logic Development

- Module 4: Activity Sequencing and Dependencies (07:30 – 09:30) • FS, SS, FF, and SF logic relationships • Mandatory vs discretionary dependencies
- Module 5: Network Diagrams and Critical Path (09:45 – 11:15) • Drawing PDM networks and identifying float
- Module 6: Workshop – Develop a Network Diagram (11:30 – 01:00) • Create and analyze activity flow

Day 3: Estimation and Schedule Creation

- Module 7: Duration Estimating and Resource Planning (07:30 – 09:30) • Effort vs duration, team calendars, and constraints
- Module 8: Gantt Chart Creation and Milestones (09:45 – 11:15) • Visualizing schedules with timelines and phases
- Module 9: Workshop – Build a Gantt Chart (11:30 – 01:00) • Use template or MS Project to draft timeline

Day 4: Tracking, Updating, and Recovery Plans

- Module 10: Baselines and Schedule Control (07:30 – 09:30) • Setting schedule baselines and tracking deviations
- Module 11: Schedule Compression and What-If Analysis (09:45 – 11:15) • Crashing, fast-tracking, and impact assessment
- Module 12: Workshop – Reschedule and Adjust Plan (11:30 – 01:00) • Update project timelines with new data

Day 5: Reporting and Communication

- Module 13: Reporting Tools and Stakeholder Updates (07:30 – 09:30) • Dashboards, progress reports, and trend charts
- Module 14: Final Review and Common Mistakes (09:45 – 11:15) • Pitfalls in scheduling and best practice roundup
- Module 15: Final Workshop – Full Timeline Presentation (11:30 – 01:00) • Present and justify a complete schedule with rationale

Certification

Participants will receive a Certificate of Completion in Creating and Maintaining Detailed Project Timelines, validating their ability to develop, manage, and communicate project schedules effectively using professional tools and methodologies.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation’s unique goals.

In-House / Customized Training Interested in running this course for your team? Please contact us:	TEL: **+601116373203**	EMAIL: **info@mawaevents.net**

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