

PROJECT PLANNING & SCHEDULING

"Delivering Projects on Time and Within Scope Through Effective Planning Tools and Techniques"

Schedule

Date	Venue	Fees (Face-to-Face)
12 - 16 Jul 2026	Doha, Qatar	USD 2,995 per delegate
24 - 28 Aug 2026	Dubai, UAE	USD 2,995 per delegate

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

Introduction

Effective project planning and scheduling are essential for ensuring successful project delivery. Whether you are managing construction, IT, engineering, or public-sector projects, being able to plan scope, allocate resources, and manage timelines is critical. This 5-day intensive course empowers professionals with globally recognized planning and scheduling tools, including WBS, Gantt charts, CPM, and critical path analysis. Participants will gain practical knowledge in using scheduling software (such as MS Project or Primavera), while learning how to anticipate delays, allocate resources efficiently, and keep projects on track.

Objectives

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

- Define project scope, objectives, and deliverables using structured planning techniques
- Develop Work Breakdown Structures (WBS) and logical task dependencies
- Apply scheduling methods such as CPM, PERT, and Gantt charting
- Use project management software tools for timeline and resource control
- Monitor progress and manage schedule risks throughout the project lifecycle

Why Attend

- Learn industry-standard project scheduling and planning frameworks
- Strengthen control over project scope, time, and resources
- Identify schedule risks and adopt proactive mitigation strategies
- Enhance coordination among teams, suppliers, and stakeholders
- Master planning tools that are applicable across industries

Target Audience

This program is designed for:

- Project managers and planners
- Engineers and construction professionals
- Team leaders and operations managers
- PMO staff and schedulers
- Anyone responsible for timeline control or project tracking

Individual Benefits

Key competencies that will be developed include:

- Development of structured project schedules and critical paths
- Use of software tools to control resources and timelines
- Identification and resolution of project delays and bottlenecks
- Enhanced ability to align tasks with scope, cost, and quality goals
- Confidence in stakeholder communication and status reporting

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Improved project planning accuracy and forecasting
- Stronger on-time delivery and resource utilization
- Better alignment of project work with organizational priorities
- Reduced project risks and increased team accountability
- Support for PMO standardization and performance reporting

Instructional Methodology

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

- Planning Briefings - Core concepts and industry frameworks
- Case Studies - Lessons from real-world planning successes and failures
- Hands-On Workshops - Create WBS, networks, and schedules using software
- Peer Exercises - Collaborative scheduling and team analysis
- Project Templates - Gantt chart models, scheduling tools, risk logs

Course Outline

Training Hours: 7:30 AM - 3:30 PM Daily Format: 3-4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 - 02:00

Day 1: Introduction to Project Planning

- Module 1: Project Planning Fundamentals (07:30 - 09:30) • Planning vs scheduling vs controlling • Project lifecycle and PMBOK alignment • Key inputs for effective planning
- Module 2: Defining Scope and Deliverables (09:45 - 11:15) • Scope statements and work packages • Work Breakdown Structure (WBS) creation • Scope creep and control
- Module 3: Sequencing and Task Logic (11:30 - 01:00) • Task dependencies and logic relationships • Leads, lags, and float • Precedence Diagram Method (PDM)
- Module 4: Workshop - Develop a WBS and Task List (02:00 - 03:30) • Case-based group planning activity

Day 2: Scheduling Techniques and Tools

- Module 5: Gantt Charts and CPM Basics (07:30 - 09:30) • Critical Path Method (CPM) • Gantt chart design and interpretation • Forward and backward pass techniques
- Module 6: PERT and Duration Estimation (09:45 - 11:15) • Estimating task durations with 3-point estimation • Program Evaluation Review Technique (PERT) • Standard deviation and expected time
- Module 7: Software Application (MS Project/Primavera) (11:30 - 01:00) • Enter tasks, resources, and milestones • Create Gantt charts and assign dependencies • Generate baseline schedules and reports
- Module 8: Workshop - Build a Project Schedule in Software (02:00 - 03:30) • Hands-on scheduling using a real project scenario

Day 3: Resource and Cost Integration

- Module 9: Resource Planning and Allocation (07:30 - 09:30) • Resource types and effort estimation • Assigning resources to tasks • Leveling and resolving overallocations
- Module 10: Budget and Cost Control (09:45 - 11:15) • Planned value vs earned value • Tracking cost performance indicators • Variance analysis and forecasting
- Module 11: Schedule Compression Strategies (11:30 - 01:00) • Fast-tracking and crashing • Evaluating trade-offs in cost/schedule/quality • Impact of acceleration
- Module 12: Workshop - Resource-Loaded Schedule Planning (02:00 - 03:30) • Simulate resource allocation and corrective action

Day 4: Monitoring and Controlling Project Schedules

- Module 13: Progress Monitoring and Baseline Comparison (07:30 - 09:30) • Schedule variance and performance metrics • Tracking progress in software tools • Earned Value Management (EVM) basics
- Module 14: Schedule Risk Management (09:45 - 11:15) • Identify and assess scheduling risks • Contingency planning and buffer strategies • Monte Carlo simulation overview
- Module 15: Change Management and Updates (11:30 - 01:00) • Managing schedule changes and rebaselining • Approvals, impact assessments, and documentation
- Module 16: Workshop - Analyze and Adjust a Project Schedule (02:00 - 03:30) • Use tools to handle schedule deviation

Day 5: Communication, Reporting, and Wrap-Up

- Module 17: Reporting and Stakeholder Communication (07:30 - 09:30) • Progress reporting formats • Using visuals to communicate project health • Stakeholder-specific reporting needs
- Module 18: Integrated Project Planning (09:45 - 11:15) • Linking time, cost, quality, and scope • Project controls and PMO alignment
- Module 19: Final Review and Case Study (11:30 - 01:00) • End-to-end planning and scheduling scenario • Group analysis and lessons learned
- Module 20: Workshop - Present Your Project Plan (02:00 - 03:30) • Group presentations and feedback

Certification

Participants will receive a Certificate of Completion in Project Planning & Scheduling, affirming their expertise in applying project planning tools and managing project timelines for successful delivery.

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