

## ESTIMATING & MANAGING PROJECT TIME

*"Mastering Schedule Planning, Forecasting, and Time Control for Project Success"*

### Schedule

Date	Venue	Fees (Face-to-Face)
18 - 22 May 2026	Kuala Lumpur, Malaysia	USD 3495 per delegate

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

### Introduction

Time is one of the most critical constraints in project management. Inaccurate estimation or poor schedule control can lead to budget overruns, resource conflicts, and unmet stakeholder expectations. This practical course equips participants with the tools and techniques to estimate, schedule, and control project timelines effectively.

Participants will learn to apply globally recognized practices in time planning, critical path method (CPM), schedule risk analysis, and earned schedule tracking. Through hands-on exercises, they will develop reliable project schedules and gain skills to proactively manage delays and changes.

### Objectives

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

- Break down project scope into activities and estimate time requirements
- Develop and maintain realistic project schedules using critical path and float analysis
- Use project scheduling tools such as Gantt charts and network diagrams
- Apply techniques for schedule compression and variance response
- Monitor project progress using earned schedule and performance metrics

## Why Attend

- Gain mastery of time estimation tools like PERT, three-point, and analogical techniques
- Build confidence in schedule development using proven project management standards
- Detect delays early and respond with corrective scheduling measures
- Enhance stakeholder communication with accurate time reporting
- Increase on-time project delivery rates through disciplined schedule management

## Target Audience

This program is designed for:

- Project managers, planners, and schedulers
- Team leaders and coordinators responsible for timelines
- PMO staff and project control professionals
- Engineers and construction professionals managing deliverables
- Anyone involved in estimating or managing project time performance

## Individual Benefits

Key competencies that will be developed include:

- Activity estimation and network diagramming
- Identifying and analyzing critical paths and float
- Using MS Project or similar tools for scheduling
- Applying schedule control, forecasting, and variance techniques
- Communicating timelines clearly to stakeholders and teams

## Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Higher schedule reliability across project portfolios
- Improved delivery performance and time forecasting accuracy
- Better coordination among teams through clear scheduling practices
- Reduced delays and improved resource planning
- Enhanced client satisfaction with on-time project handovers

## Instructional Methodology

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

- Strategy Briefings - PMBOK®-aligned scheduling processes and tools
- Case Studies - Project schedule failures and successful recovery strategies
- Workshops - Network diagramming, critical path analysis, Gantt creation
- Peer Exchange - Sharing time estimation challenges and lessons learned
- Tools - MS Project, Gantt charts, schedule variance calculators

## 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: Foundations of Project Time Management

- Module 1: Time as a Critical Constraint in Projects (07:30 - 09:30) • Triple constraint model, causes of schedule delays
- Module 2: Scope Decomposition into Activities (09:45 - 11:15) • WBS, work packages, defining activities
- Module 3: Estimating Techniques Overview (11:30 - 01:00) • Analogous, parametric, three-point (PERT), expert judgment
- Module 4: Workshop - Develop a Time Estimation Worksheet (02:00 - 03:30) • Apply methods to estimate task durations

### Day 2: Schedule Development Tools & Logic

- Module 5: Sequence Activities Using Network Diagrams (07:30 - 09:30) • Precedence diagramming, finish-to-start, lags, leads
- Module 6: Critical Path and Float Analysis (09:45 - 11:15) • Forward and backward pass, float calculations
- Module 7: Gantt Chart and Schedule Baseline Setup (11:30 - 01:00) • Time phasing, milestones, dependencies
- Module 8: Workshop - Create a Network Diagram and Gantt Chart (02:00 - 03:30) • Build a schedule for a sample project

### Day 3: Compression, Control, and Reporting

- Module 9: Schedule Compression Techniques (07:30 - 09:30) • Fast tracking, crashing, resource leveling
- Module 10: Change Management and Baseline Updates (09:45 - 11:15) • Change control boards, rebaselining
- Module 11: Time Reporting & Status Updates (11:30 - 01:00) • Dashboards, status meetings, reporting tools
- Module 12: Workshop - Simulate Schedule Compression (02:00 - 03:30) • Apply crashing and fast tracking in scenario

### Day 4: Monitoring & Forecasting Performance

- Module 13: Earned Schedule vs. Earned Value (07:30 - 09:30) • ES vs. EV, schedule performance index (SPI)
- Module 14: Forecasting Completion Dates (09:45 - 11:15) • EAC for schedule, trend lines
- Module 15: Schedule Variance Analysis (11:30 - 01:00) • SV, SPI, root cause tracking
- Module 16: Workshop - Forecast Completion Dates (02:00 - 03:30) • Use earned schedule metrics for prediction

### Day 5: Integration and Practical Application

- Module 17: Integrating Time with Cost and Resources (07:30 - 09:30) • Resource calendars, cost-loaded schedules
- Module 18: Scheduling Tools - MS Project/Primavera (09:45 - 11:15) • Overview and tips for setup, tracking, reporting
- Module 19: Leadership and Time Decision-Making (11:30 - 01:00) • Stakeholder pressures, recovery strategies
- Module 20: Final Workshop - Build a Full Schedule Plan (02:00 - 03:30) • Create a complete baseline with critical path and forecasting

## Certification

Participants will receive a Certificate of Completion in Estimating & Managing Project Time, confirming their ability to develop reliable schedules, control time performance, and apply modern tools and techniques to ensure timely delivery of projects.

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Please contact us:

TEL:

**+601116373203**

EMAIL:

**info@mawaevents.net**

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