

# PROJECT PLANNING AND SCHEDULING FOR PROJECT MANAGEMENT PROFESSIONALS

*"Mastering Tools, Techniques, and Best Practices for Effective Project Delivery"*

## Schedule

Date	Venue	Fees (Face-to-Face)
12 - 16 Jul 2026	Doha, Qatar	USD 3495 per delegate

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

## Introduction

Project planning and scheduling are at the core of successful project execution. Without a clear roadmap, precise resource allocation, and structured timelines, projects often face cost overruns, delays, and stakeholder dissatisfaction. This intensive training equips project professionals with the practical skills and methodologies to develop robust project plans, schedules, and controls that align with PMBOK® Guide best practices and real-world expectations.

Participants will gain hands-on experience in work breakdown structures (WBS), activity sequencing, critical path analysis, resource leveling, and the use of project scheduling software like MS Project or Primavera.

## Objectives

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

- Develop detailed project plans aligned with scope, cost, and schedule baselines
- Construct and manage effective Work Breakdown Structures (WBS)
- Apply critical path, float, and dependency analysis to project timelines
- Use scheduling tools for time-phased project control and progress tracking
- Perform resource allocation, leveling, and risk-adjusted schedule forecasting

## Why Attend

- Improve planning accuracy and execution efficiency in complex projects
- Learn how to prevent schedule slippage and manage project delays
- Gain confidence in using modern planning tools and software
- Align project timelines with resource and cost constraints
- Build readiness for PMI®, PMP®, or CAPM® certification

## Target Audience

This program is designed for:

- Project managers and team leaders across sectors
- Planning and scheduling engineers
- Project control officers and PMO staff
- Technical professionals moving into project roles
- PMP® exam candidates and certification seekers

## Individual Benefits

Key competencies that will be developed include:

- Project scope planning and WBS creation
- Schedule development using CPM and PERT
- Baseline management and change control
- Use of scheduling software (e.g., MS Project, Primavera)
- Integration of schedule with cost, resources, and risk

## Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Improved delivery timelines and stakeholder satisfaction
- Enhanced control over project execution and delays
- Better forecasting and decision-making tools for managers
- Standardized planning methods across teams and functions
- Stronger alignment of project outcomes with organizational goals

## Instructional Methodology

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

- Strategy Briefings - Planning frameworks, lifecycle alignment, PMI® standards
- Case Studies - Real project delays, schedule crashes, and recovery
- Workshops - WBS building, schedule diagramming, Gantt chart creation
- Peer Exchange - Role-based planning simulations and troubleshooting
- Tools - MS Project, Primavera P6, templates, and critical path 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: Fundamentals of Project Planning

- Module 1: Project Lifecycle and Planning Principles (07:30 - 09:30) • Initiating vs planning, PMBOK® processes, baselines
- Module 2: Scope Definition and Work Breakdown Structure (09:45 - 11:15) • WBS levels, decomposition, scope alignment
- Module 3: Planning Deliverables, Milestones, and Dependencies (11:30 - 01:00) • Logical relationships, lags/leads, assumptions
- Module 4: Workshop - Build a Project WBS (02:00 - 03:30) • Hands-on WBS design for a real or mock project

### Day 2: Scheduling Techniques and Tools

- Module 5: Activity Sequencing and Network Diagrams (07:30 - 09:30) • Precedence Diagramming Method (PDM), finish-start logic
- Module 6: Critical Path Method (CPM) and Float Analysis (09:45 - 11:15) • Path analysis, total vs free float, slack
- Module 7: Schedule Development in Software (11:30 - 01:00) • Gantt charts, linking, durations, calendars
- Module 8: Workshop - Create a Network Diagram & Gantt Chart (02:00 - 03:30) • Manual and software-based scheduling

### Day 3: Resource and Cost Integration

- Module 9: Resource Allocation and Work Calendars (07:30 - 09:30) • Availability, skills matrix, capacity planning
- Module 10: Resource Leveling and Crashing (09:45 - 11:15) • Over-allocation, fast-tracking, trade-offs
- Module 11: Time-Cost Trade-off Techniques (11:30 - 01:00) • Earned Value Management (EVM) linkage
- Module 12: Workshop - Resource Leveling Simulation (02:00 - 03:30) • Apply tools to adjust overloaded schedules

### Day 4: Monitoring and Controlling the Schedule

- Module 13: Schedule Baseline and Change Control (07:30 - 09:30) • Versioning, approvals, tracking impact
- Module 14: Progress Measurement and Forecasting (09:45 - 11:15) • Tracking, re-baselining, forecast methods
- Module 15: Schedule Risk Analysis (11:30 - 01:00) • Monte Carlo, what-if scenarios, buffers
- Module 16: Workshop - Analyze Slippage and Recovery Plan (02:00 - 03:30) • Build a corrective plan using real-time data

### Day 5: Integration and Capstone Planning Exercise

- Module 17: Linking Schedule with Cost and Risk (07:30 - 09:30) • Triangular constraint, performance integration
- Module 18: Reporting Tools and Dashboards (09:45 - 11:15) • Visualizing project health and stakeholder reports
- Module 19: Final Capstone - Build a Full Project Schedule (11:30 - 01:00) • End-to-end schedule planning with key metrics
- Module 20: Wrap-Up, Certification Briefing & Group Discussion (02:00 - 03:30) • Group feedback, action planning, and course evaluation

## Certification

Participants will receive a Certificate of Completion in Project Planning and Scheduling for Project Management Professionals, validating their skills in developing, managing, and controlling schedules using globally accepted project management practices and tools.

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