

PROJECT PLANNING & COMMUNICATION: MASTERING GANTT CHARTS & STAKEHOLDER MANAGEMENT

"Build Rock-Solid Project Plans and Engage Stakeholders with Clarity, Precision, and Influence."

Schedule

Venue (InHouse)	Fees
At Your Organization Premises	Ask For The Quotation

► Available delivery methods: In-House Training

Introduction

Successful project execution hinges on two things: clear planning and effective communication. This practical course focuses on mastering Gantt charts for project scheduling and strategic stakeholder management for communication and alignment. Participants will learn how to design detailed, realistic project plans using Gantt chart tools and how to communicate them persuasively to all levels of stakeholders. Emphasis is placed on real-world tools like Microsoft Project, Excel, and cloud-based planning apps.

Objectives

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

- Develop detailed project schedules using Gantt charts
- Break down scope into manageable tasks using WBS
- Sequence tasks with logic-driven dependencies and critical paths
- Allocate resources and monitor project progress
- Identify key stakeholders and develop communication strategies
- Manage expectations, conflict, and buy-in across stakeholder groups

Why Attend

Many projects fail not due to poor execution but because of unclear planning or lack of alignment. This course helps you master the tools and techniques to plan thoroughly and communicate effectively, ensuring clarity from kickoff to closeout.

Target Audience

- Project Managers and Planners
- Team Leaders, Engineers, and Coordinators
- Business Analysts and Functional Managers
- Professionals involved in project scheduling and reporting
- Anyone responsible for stakeholder communication and reporting

Individual Benefits

- Gain hands-on experience with Gantt chart tools and techniques
- Improve scheduling accuracy and visibility
- Build stronger relationships with internal and external stakeholders
- Reduce miscommunication, delays, and misaligned expectations
- Create communication plans that drive trust and collaboration

Organizational Benefits

- Increase project predictability and on-time delivery
- Enhance transparency with stakeholders and leadership
- Strengthen accountability and resource optimization
- Minimize risk through clear project planning and alignment
- Improve cross-functional collaboration and project visibility

Instructional Methodology

- Hands-on workshops with real project examples
- Gantt chart creation in Microsoft Project/Excel
- Stakeholder role-play scenarios and communication planning
- Templates, checklists, and project planning simulations
- Group activities and coaching feedback

Course Outline

DETAILED 5-DAY COURSE OUTLINE (CUSTOMIZABLE)

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: Project Planning Foundations

- Module 1: Introduction to Project Planning Tools & Gantt Charts (07:30 – 09:30)
- Module 2: Work Breakdown Structure (WBS) & Task Decomposition (09:45 – 11:15)
- Module 3: Task Sequencing & Dependencies (FS, SS, FF, etc.) (11:30 – 01:00)
- Module 4: Hands-On Gantt Chart Setup (Excel/MS Project) (02:00 – 03:30)

Day 2: Advanced Gantt Chart Techniques

- Module 1: Critical Path Method (CPM) & Float Analysis (07:30 – 09:30)
- Module 2: Milestones, Constraints & Baselines (09:45 – 11:15)
- Module 3: Resource Assignment & Load Leveling (11:30 – 01:00)
- Module 4: Progress Tracking and Earned Value Metrics (02:00 – 03:30)

Day 3: Introduction to Stakeholder Management

- Module 1: Identifying and Categorizing Stakeholders (07:30 – 09:30)
- Module 2: Power/Interest Grid and Stakeholder Mapping (09:45 – 11:15)
- Module 3: Expectations, Influence, and Resistance (11:30 – 01:00)
- Module 4: Stakeholder Analysis Workshop (Case-Based) (02:00 – 03:30)

Day 4: Stakeholder Engagement & Communication Planning

- Module 1: Communication Channels and Reporting Tools (07:30 – 09:30)
- Module 2: Crafting Communication Plans for Various Audiences (09:45 – 11:15)
- Module 3: Feedback Loops and Managing Difficult Stakeholders (11:30 – 01:00)
- Module 4: Stakeholder Meeting Role-Play and Feedback (02:00 – 03:30)

Day 5: Integration, Execution, and Presentation

- Module 1: Integrating Gantt Charts with Communication Planning (07:30 – 09:30)
- Module 2: Reporting Project Health to Stakeholders (09:45 – 11:15)
- Module 3: Final Planning Simulation: Build and Present a Project Plan (11:30 – 01:00)
- Module 4: Team Presentations, Peer Review & Final Feedback (02:00 – 03:30)

Certification

Participants will receive a Certificate of Completion: Project Planning & Stakeholder Communication, validating their practical skills in project scheduling and stakeholder engagement using modern tools and frameworks.

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

© Material published by MAWA Events shown here is copyrighted. All rights reserved. Any unauthorized copying, distribution, use, dissemination, downloading, storing (in any medium), transmission, reproduction or reliance in whole or any part of this course outline is prohibited and will constitute an infringement of copyright.