1. Course Details:

Course Code : SFMM-004
Course Title : Professional Skills in Planning Work Scheduling
Course Duration : 5 Days

2. Course Overview:

- The Work planning and scheduling skills course is a hand-on course, designed to advance the participants' knowledge and experience in planning and controlling the project Scope, the core topics include, planning, allocating, estimating, budgeting, scheduling and controlling the resources required to implement the project.

- Ancillary techniques include scope planning, development of the WBS, developing schedules, network diagrams, allocation and levelling of project resources, schedule time compression, and time-cost trade-offs, monitoring and controlling project performance by using Earned Value Management.

3. Learning Outcomes:

- Starting with the Project Charter, develop the Project Scope Statement, and the Work
- Breakdown Structure, WBS
- Determine the activities needed to plan, schedule and estimate the resources required for the implementation of the project
- Using the WBS, identify all the activities involved in the project, and prepare graphic displays of the schedule; i.e., Gantt charts and a network diagram
- Apply the critical path method to determine the project completion time
- Plan for resources, identify its constraints and assess the scheduling risks
- Apply the project planning, scheduling and costing techniques to different types of projects, e.g. construction, software development and procurement projects, using an advanced level of Microsoft Project 2007 features
- Determine the performance variances with respect to the baselines, using Earned Value
- Management Analysis

4. Course Contents:

- Project and Strategic Aspects
- Knowledgebase Aspects
- International Projects
- What it Takes to be a Great Planner?

- Understanding Organizational Goals from Projects and Operational Initiatives
- Project and Strategic Goals
- Developing the Project Implementation Strategy
- Project Relevant Data Collection & Sources
- Identifying the Project Deliverables
- Identifying the Tasks & Work Breakdown Structure (WBS)
- Critical Path Method Technique (CPM)
- Identifying Resource Needs
- Materials, Equipment and Manpower
- Finances
- Identifying Alternate Work Methods
- Identifying Alternate Implementation Strategies
- Identifying Scheduling Constraints
- Scheduling
- Project Monitoring
- Risk Management
- Sensitivity Analysis
- Risk Identification
- Contingency Planning
- Early Warning System
- Planning Contractual Aspects - Outsourced Works
- Planning Contribution to Project Contract Administration
- Plan & Schedule Updating
- Planning Assistance for Claims Management
- Lessons Learnt Reporting
- Building the Planning Knowledgebase
- Managing the Planning Knowledgebase
- Case Study of a Project as Workshop

5. Our Methodology:

- Make coaching and monitoring innovative and using modern
- Media training also using on the go training by using interactive means and focusing on
- The exercises, practical applications and real situations study.
- Live delivery method, instructor-led training.
- Experienced consultant, trainers, and professional.
- Qualified trainer with high-level experience

6. Attendance Reports:

- Send daily attendance reports to trainingdep
- Send full attendance report to training dep. by the end of thecourse
- Attend 100 % from the course days also providedaily
- Issue attendance certificate for participant who attend minimum 80% from the course duration

7. Pre/Post Reports:

- Pre- assessment before starting training.
- Post assessment after finish training
- Full report for the deferent between Pre-& Post assessment

8. Who Should Attend?

- Perform Planning/Job Preparation Activities
- Schedule Maintenance Activities
- Manage Planner/Schedulers
- Supervise Maintenance Work Teams
- Purchase/Kit/Stage Parts for Maintenance
- Manage a Maintenance Group's CMMS
- Interact with Daily/Weekly Maintenance Activities
- Are Responsible for Ensuring Productivity on Equipment