



Certificate in Project Scheduling and Planning Skills

11 – 15 January 2027
Accra (Ghana)



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Introduction:

The Certificate in Project Scheduling and Planning Skills course equips professionals with the tools and knowledge to manage project timelines, resources, and budgets effectively. This course focuses on the core principles of project planning, scheduling techniques, and the practical application of industry-standard software.

Participants will understand how to create realistic project schedules, track progress, and ensure successful delivery. Whether new to project management or looking to enhance their existing skills, this Certificate in Project Scheduling and Planning Skills program will help them master the art of planning and scheduling to drive project success.

The Certificate in Project Scheduling and Planning Skills training offers and enhances participants' expertise in managing successful projects. They will learn project scheduling and its definition, explore the advantages of project scheduling, and gain hands-on experience with project scheduling tools and project scheduling systems. It delves into essentials such as project scheduling techniques, the process, and practical applications through a project scheduling case study.

Participants will master the definition of project planning, the process, and the importance of strategic and creative project planning. Understanding why project planning is important and its role in success, the Certificate in Project Scheduling and Planning Skills program equips professionals with the skills to use advanced project scheduling and planning tools effectively. Familiarizing them with project scheduling terminology will help them gain the confidence to manage complex projects seamlessly.

Targeted Groups:

- Project Managers and Coordinators.
- Engineers and Technical Professionals.
- Construction Managers.
- Operations Managers.
- Planning and Scheduling Analysts.
- Supply Chain and Logistics Professionals.
- Business Analysts.
- Consultants in Project Management.
- Professionals involved in Project Execution and Delivery.
- Individuals aspiring to transition into project management roles.

Course Objectives:

At the end of this Certificate in Project Scheduling and Planning Skills course, the participants will be able to:

- Understand key project scheduling concepts and methodologies.
- Learn how to create detailed project schedules and timelines.
- Master the use of project planning software tools like Microsoft Project and Primavera.
- Develop skills in resource allocation and optimization.
- Gain proficiency in identifying and managing project risks.
- Learn to monitor project progress and adjust schedules effectively.
- Enhance ability to communicate project timelines and status to stakeholders.
- Apply critical path and float analysis in scheduling.
- Understand the integration of project budgeting and scheduling.
- Prepare for successful project delivery through effective planning and execution.

Targeted Competencies:

By the end of this Certificate in Project Scheduling and Planning Skills training, the participant's competencies will:

- Mastery of project scheduling techniques and tools.
- Proficiency in resource allocation and management.
- Ability to develop and manage project timelines.
- Skills in critical path method CPM and Gantt charts.
- Expertise in risk management and contingency planning.
- Knowledge of project cost estimation and budgeting.
- Proficiency in project planning software e.g., Microsoft Project, Primavera.
- Capacity for monitoring and controlling project progress.
- Ability to adjust schedules based on project changes or delays.
- Effective communication and reporting on project timelines and status.

Course Content:

Unit 1: Introduction to Project Scheduling and Planning:

- Understand the fundamentals of project scheduling and planning.
- Learn the key components of a project plan.
- Study the role of project scheduling in successful project execution.
- Explore different scheduling methodologies and frameworks.
- Identify common scheduling challenges and solutions.
- Understand the importance of accurate timelines and realistic planning.
- Gain insight into the relationship between planning, budgeting, and resources.

Unit 2: Scheduling Techniques and Tools:

- Learn about traditional and modern scheduling techniques.
- Understand the Critical Path Method CPM and its applications.
- Study Gantt charts and how to create and interpret them.
- Explore the concept of float and its significance in scheduling.
- Gain hands-on experience with project scheduling software.
- Learn to use Microsoft Project and Primavera for effective scheduling.
- Master resource leveling techniques to optimize resource allocation.
- Study how to incorporate dependencies and constraints into schedules.

Unit 3: Resource Allocation and Management:

- Understand the role of resource management in project scheduling.
- Learn how to allocate resources effectively across project tasks.
- Identify resource constraints and how to resolve them.
- Explore the impact of resource overloading and underutilization.
- Study methods for optimizing resource utilization and efficiency.
- Learn to balance workloads to prevent resource conflicts.
- Apply resource allocation techniques in different project environments.
- Understand how to manage human, material, and equipment resources.

Unit 4: Risk Management in Project Scheduling:

- Identify potential risks that can affect project schedules.
- Learn techniques to assess and prioritize project risks.
- Study methods for mitigating schedule-related risks.
- Understand the impact of delays and how to create contingency plans.
- Explore the role of risk management in maintaining project timelines.
- Develop strategies for handling unexpected changes or disruptions.
- Learn to incorporate risk factors into your project schedule.
- Apply best practices for tracking and responding to risks throughout the project lifecycle.

Unit 5: Monitoring, Controlling, and Adjusting Project Schedules:

- Learn techniques for monitoring project progress against the schedule.
- Understand how to track milestones and deliverables effectively.
- Study how to analyze schedule variances and identify causes of delay.
- Explore techniques for controlling project timelines and ensuring adherence.
- Learn to adjust schedules based on changes in scope or resources.
- Gain insights into effective communication with stakeholders about schedule changes.
- Understand how to handle delays and proactively address schedule impacts.
- Study tools and methods for updating and revising schedules as needed.
- Develop skills in reporting schedule performance to project teams and leadership.