



Project Scheduling & Cost Planning
Skills Training Course



Project Scheduling & Cost Planning Skills Training Course

Introduction:

The Project Scheduling & Cost Planning Skills Training Course is designed to equip professionals with the tools and techniques to effectively plan, schedule, and control project costs. This course provides a comprehensive introduction to the principles of project scheduling, emphasizing the importance of time management and resource allocation in achieving project goals.

Participants will gain a deep understanding of cost planning methodologies, enabling them to create accurate budgets and forecasts and ensure projects are completed on time and within budget. Through practical exercises and real-world scenarios, this course prepares participants to navigate the complexities of project management and ensure successful project delivery.

Targeted Groups:

- Project Managers.
- Cost Engineers.
- Project Planners.
- Financial Analysts.
- Construction Managers.
- Engineers involved in project planning.
- Procurement Specialists.
- Project Coordinators.
- Budget Managers.
- Professionals in Project Management Offices PMOs.

Course Objectives:

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

- Develop effective project scheduling strategies.
- Learn to create and manage project budgets.
- Apply cost estimation techniques accurately.
- Implement resource allocation and optimization methods.
- Master risk management in project planning.
- Utilize the Critical Path Method to identify project timelines.
- Apply Earned Value Management to track project performance.
- Forecast and control project costs effectively.
- Enhance skills in project monitoring and reporting.
- Improve communication with stakeholders regarding project status.

Targeted Competencies:

- Project Scheduling Techniques.
- Cost Estimation and Budgeting.
- Resource Allocation.
- Risk Management.
- Time Management.
- Critical Path Method CPM.
- Earned Value Management EVM.
- Forecasting and Cost Control.
- Project Monitoring and Reporting.
- Stakeholder Communication.

Course Content:

Unit 1: Introduction to Project Scheduling and Cost Planning:

- Define project scheduling and cost planning.
- Understand the role of scheduling and cost planning in project management.
- Explore key terms and concepts in project scheduling.
- Discuss the importance of accurate cost planning.
- Review common challenges and pitfalls in scheduling and cost planning.
- Examine real-world examples of successful scheduling and cost planning.

Unit 2: Project Scheduling Techniques:

- Learn about different project scheduling methodologies.
- Study the Critical Path Method CPM and its applications.
- Understand Gantt charts and their uses.
- Explore Program Evaluation and Review Technique PERT.
- Analyze schedule network diagrams.
- Practice creating and interpreting project schedules.
- Discuss methods for adjusting schedules as projects evolve.

Unit 3: Cost Estimation and Budgeting:

- Learn cost estimation techniques and principles.
- Understand different types of cost estimates e.g., rough order of magnitude, definitive.
- Explore methods for developing project budgets.
- Study cost estimation tools and software.
- Practice creating cost estimates for various project components.
- Discuss cost control measures and budget adjustments.
- Review case studies of budget management.

Unit 4: Resource Allocation and Optimization:

- Understand the importance of resource planning.
- Learn techniques for effective resource allocation.
- Study methods for optimizing resource use.
- Explore tools for resource leveling and smoothing.
- Discuss the impact of resource constraints on project schedules.
- Practice creating resource allocation plans.
- Analyze case studies on resource management.

Unit 5: Monitoring, Controlling, and Reporting:

- Learn methods for monitoring project progress.
- Understand techniques for controlling project costs and schedules.
- Study Earned Value Management EVM for performance tracking.
- Explore tools for project performance reporting.
- Practice creating progress reports and dashboards.
- Discuss strategies for addressing project deviations.
- Review best practices for stakeholder communication and reporting.