



*Training Course:  
Project Scheduling and Planning Skills*

*25 - 29 May 2026  
Tbilisi (Georgia)*

## Training Course: Project Scheduling and Planning Skills

Training Course code: PC4018 From: 25 - 29 May 2026 Venue: Tbilisi (Georgia) - Training Course Fees: 5775 € Euro

### Introduction

Project delays and budget overruns are pervasive challenges for organizations worldwide, resulting in financial losses and missed strategic objectives. The primary reason is often the inadequate application of modern project planning, scheduling, and control techniques.

This program equips project professionals with advanced skills to **plan, schedule, and control projects effectively**, while also addressing recurring or repetitive work through techniques such as **line-of-balance scheduling and velocity diagrams**, ensuring optimal resource utilization and project performance.

### Course Objectives

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

- Master resource planning and allocation techniques
- Understand and apply time-cost trade-offs effectively
- Identify project risks and mitigate their impact
- Administer project documentation and reporting systems
- Develop and monitor performance control systems
- Apply advanced scheduling techniques, including linear and velocity diagrams
- Create project recovery plans for budget and schedule overruns
- Integrate scope, time, resources, and cost into dynamic project plans

### Target Audience

This program is designed for:

- Project Managers and Assistant Project Managers
- Planning and Scheduling Engineers
- Construction Managers and Supervisors
- Project Controls and Project Planning Officers
- Professionals preparing for the **PMP® certification**

### Course Outline

Day 1 - Project Scope Planning and Definition Fundamentals

- Scope Planning, Work Breakdown Structure WBS, and Work Packages
- Statement of Work SOW and Scope Execution Plan
- Triple Constraints - Time, Cost, Scope
- Project Quality and Risk Analysis
- Project Deliverables and Resource Requirements
- Project Schedule Planning using Critical Path Method CPM
- Precedence Network Diagramming, Job Logic, Activity Duration Estimation
- Milestone Charts, Gantt Chart, Schedule Baseline
- Resource and Cost Allocation

#### Day 2 - Resource Allocation and Resource Levelling

- Managing Limited Resources
- Resource Allocation Algorithms for Prioritization
- Solving Resource Contention and Scheduling Conflicts
- Resource Levelling with Fixed Project Duration
- Techniques for Scheduling Overtime and Increasing Workforce
- Handling Interruptions and Constraints

#### Day 3 - Accelerating the Project Schedule

- Time-Cost-Scope Trade-offs
- Project Crashing Techniques and Options for Acceleration
- Developing a Crash Cost Table and Optimal Acceleration Point
- Network Activity Risk Profiles and Multiple Critical Paths
- Project Cost Reduction Strategies
- Program Evaluation and Review Technique PERT
- Critical Path Probability Analysis and Standard Deviation Calculations

#### Day 4 - Line of Balance Scheduling - Planning Recurring Activities

- Preparing Line of Balance Schedules and Velocity Diagrams
- Balancing the Schedule Across Multiple Resources
- Calculating Target Units, Crew Size, and Elapsed Time
- Integrating Buffers for Variability
- Measuring Planned Progress vs. Actual Work
- Handling Variable Production Rates

#### Day 5 - Project Execution, Control, and Reporting

- Progress Tracking and Earned Value Analysis EVA
- Schedule and Cost Variance Analysis SPI/CPI
- Labor, Materials, and Resource Cost Control
- Forecasting and Trend Analysis
- Developing Project Recovery Plans for Schedule and Budget Overruns
- Reporting, Documentation, and Continuous Performance Monitoring

## Registration form on the Training Course: Project Scheduling and Planning Skills

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Company Information

Company Name: .....  
 Address: .....  
 City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
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### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
- Please invoice me
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### Easy Ways To Register

Telephone:  
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