



*Training Course:
Project Planning, Scheduling*

*17 - 21 August 2026
Cape Town (South Africa)
DoubleTree by Hilton Cape Town - Upper Eastside*

Training Course: Project Planning, Scheduling

Training Course code: MA4104 From: 17 - 21 August 2026 Venue: Cape Town (South Africa) - DoubleTree by Hilton Cape Town - Upper Eastside Training Course Fees: 6350 € Euro

Introduction

Effective project planning and scheduling are critical to delivering projects on time, within budget, and to the required quality standards. This program, developed by [Global Horizon Training Center](#), provides participants with the essential tools and techniques to plan, organize, and control project activities efficiently.

The course focuses on developing structured project plans, defining work scopes, allocating resources, and building realistic schedules. Participants will gain practical knowledge of scheduling methodologies and tools to monitor progress, manage delays, and ensure successful project execution.

Course Objectives

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

- Understand the fundamentals of project planning and scheduling
- Develop Work Breakdown Structures WBS
- Define project activities and sequence tasks effectively
- Estimate durations and allocate resources
- Develop and manage project schedules
- Apply scheduling techniques such as Critical Path Method CPM
- Monitor project progress and control timelines
- Identify and manage schedule risks and delays
- Use scheduling tools and software effectively

Target Audience

This program is designed for:

- Project Managers and Coordinators
- Planning and Scheduling Engineers
- Engineers and Technical Professionals
- Operations and Maintenance Managers
- PMO Professionals
- Anyone involved in project planning and execution

Outline

Day 1: Foundations of Project Planning

- Introduction to Project Planning Concepts
- Project Lifecycle and Planning Processes
- Defining Project Scope and Objectives
- Developing Work Breakdown Structure WBS
- Roles and Responsibilities in Planning
- Introduction to Scheduling Concepts

Day 2: Activity Definition and Sequencing

- Identifying Project Activities
- Activity Attributes and Dependencies
- Network Diagram Development
- Precedence Relationships FS, SS, FF, SF
- Logical Sequencing of Tasks
- Introduction to Scheduling Tools

Day 3: Time Estimation and Schedule Development

- Estimating Activity Durations
- Resource Planning and Allocation
- Developing Project Schedules
- Critical Path Method CPM
- Float and Slack Calculations
- Introduction to Gantt Charts

Day 4: Schedule Monitoring and Control

- Tracking Project Progress
- Schedule Performance Measurement
- Identifying Delays and Variances
- Schedule Compression Techniques Crashing, Fast Tracking
- Managing Schedule Risks
- Reporting and Communication

Day 5: Advanced Scheduling and Practical Applications

- Resource Leveling and Optimization
- Using Scheduling Software Primavera, MS Project
- Integrating Cost and Schedule Basic Earned Value Concepts
- Case Studies and Practical Exercises
- Developing Action Plans for Project Scheduling
- Best Practices for Successful Project Delivery

Registration form on the Training Course: Project Planning, Scheduling

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

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