



*Training Course:  
Project Management, Scheduling & Compliance*

*3 - 14 August 2026  
Cape Town (South Africa)  
DoubleTree by Hilton Cape Town - Upper Eastside*

## Training Course: Project Management, Scheduling & Compliance

Training Course code: PC4091 From: 3 - 14 August 2026 Venue: Cape Town (South Africa) - DoubleTree by Hilton Cape Town - Upper Eastside Training Course Fees: 9700 € Euro

### Introduction

This program covers the full project life cycle and integrates best practices from the **PMBOK® Guide**. Participants learn to establish project goals aligned with stakeholder needs, use proven project management tools, and proactively manage risks. The program emphasizes both technical “hard” and leadership “soft” skills necessary for effective project delivery, cost control, scheduling, and compliance.

### Course Objectives

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

- Establish project goals and objectives directly linked to stakeholders’ needs
- Develop and use work breakdown structures WBS
- Define realistic and measurable objectives to ensure successful outcomes
- Estimate project durations, resources, and costs using proven techniques
- Establish a project control system and monitor progress
- Identify, evaluate, and manage project risks using a step-by-step approach
- Recognize threats and opportunities and assess their impact on the project
- Overcome psychological barriers to risk in stakeholders

### Target Audience

- Project Managers
- Project Team Members
- Project Controllers and Planners
- Functional Managers involved in projects
- Senior Management overseeing projects
- Any professional seeking to enhance project management, scheduling, and compliance skills

### Course Outlines 10 Days

#### Day 1 - Foundations of Project Management

- Nature of projects and project management
- Project, program, and portfolio management
- Strategic planning to project execution
- Project life cycle and triple constraints

- Managing project risks and stakeholders
- Hard skills vs. soft skills of project management
- PMBOK® overview and project management maturity
- Project organization structure and PMO concept
- Basic contract types and planning-control cycle

#### Day 2 - Project Initiation & Chartering

- Project Charter creation
- Stakeholder identification and analysis
- Defining project mission, vision, goals, and objectives
- Scope definition, requirements gathering
- Procurement planning: make-or-buy decisions
- Organization Breakdown Structure OBS and Responsibility Assignment Matrix RAM

#### Day 3 - Project Planning & Work Breakdown Structure WBS

- Developing WBS and sequencing activities
- Estimating resources and durations
- Staffing and resource management plans
- Scheduling techniques and tools
- Estimating project costs and budgets
- Communication planning
- Quality planning

#### Day 4 - Risk Management Planning

- Definitions: certainty, risk, uncertainty
- Risk identification, assessment, and prioritization
- Qualitative and quantitative risk analysis
- Risk avoidance, mitigation, and contingency planning
- Risk tracking, reporting, and documentation
- Roles and responsibilities in risk management
- Risk management process flow and updates

#### Day 5 - Project Execution

- Directing and managing project execution
- Monitoring work performance information
- Managing project team and stakeholder expectations
- Project deliverables tracking
- Project control objectives and approach
- Integrated Earned Value Management EVM
- Integrated change control
- Quality assurance and quality control QA/QC
- Communication and documentation control
- Procurement administration

#### Day 6 - Advanced Scheduling & Resource Management

- Advanced scheduling techniques
- Critical Path Method CPM

- Resource allocation and leveling
- Time-cost trade-offs
- Lead/lag adjustments
- Schedule compression and fast-tracking
- Monitoring resource utilization and bottlenecks

#### Day 7 - Compliance & Legal Aspects in Projects

- Regulatory compliance requirements
- Contractual obligations and terms
- Health, safety, and environmental compliance
- Ethical and legal responsibilities of project managers
- Managing claims and disputes
- Compliance monitoring and reporting

#### Day 8 - Monitoring, Reporting & Control

- Project control systems and metrics
- Earned Value Management in practice
- Key performance indicators KPIs
- Variance analysis: cost, schedule, and quality
- Change request management and approvals
- Progress reporting and documentation

#### Day 9 - Project Quality & Performance Management

- Quality management planning
- QA/QC techniques and audits
- Performance measurement and evaluation
- Lessons learned documentation
- Corrective and preventive actions
- Continuous improvement processes

#### Day 10 - Project Closure & Post-Project Review

- Effective project closure steps
- Administrative and contractual closeout
- Final acceptance of deliverables
- Lessons learned and knowledge transfer
- Success celebration and project review
- Final discussion and feedback

## Registration form on the Training Course: Project Management, Scheduling & Compliance

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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: .....

Official E-Mail: .....

### Payment Method

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

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