



*Training Course:
Effective Planning & Scheduling Methodologies
and Skills*

*29 June - 3 July 2026
Baku (Azerbaijan)*

Training Course: Effective Planning & Scheduling Methodologies and Skills

Training Course code: PC9422 From: 29 June - 3 July 2026 Venue: Baku (Azerbaijan) - Training Course Fees: 5775 € Euro

Introduction

This program equips project professionals with practical skills to create, use, and manage project schedules effectively. It focuses on planning and scheduling methodologies critical for completing projects on time and within budget, considering resources, risk, and contractual obligations. Participants will gain hands-on experience in developing schedules, monitoring progress, and applying lessons learned for continuous improvement.

Course Objectives

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

- Apply practical planning and scheduling methodologies in engineering, construction, operations, and maintenance projects.
- Develop project objectives, deliverables, tasks, and task relationships.
- Apply the **Critical Path Method CPM** and other scheduling techniques.
- Allocate and manage resources efficiently materials, manpower, equipment, finances.
- Monitor project progress, identify risks, and implement contingency planning.
- Incorporate planning into contract administration and claims management.
- Apply lessons learned to improve future project scheduling and execution.

Target Audience

- Project Controls Officers
- Project Engineers and Managers
- Supervisors responsible for planning and scheduling
- Professionals seeking to enhance project planning and control skills
- Anyone working in project environments who wants to improve schedule management

Course Outline - 5 Days

Day 1 - Introduction to Planning & Scheduling

- Importance of planning and scheduling in project success
- Project aspects: Strategic, Operational, and Knowledgebase
- Understanding organizational goals and project objectives
- Developing the project implementation strategy
- Data collection and identifying project deliverables

Day 2 - Work Breakdown Structure & Task Relationships

- Defining tasks and creating a Work Breakdown Structure WBS
- Critical Path Method CPM techniques
- Identifying resource requirements: materials, manpower, equipment, finances
- Exploring alternative work methods and implementation strategies
- Identifying scheduling constraints

Day 3 - Scheduling and Resource Management

- Developing project schedules
- Resource allocation and leveling
- Time management for tasks and dependencies
- Project monitoring: tracking progress and milestones
- Early Warning Systems and schedule adjustments

Day 4 - Risk Management & Contractual Planning

- Risk identification and sensitivity analysis
- Contingency planning for project risks
- Integrating planning into contract administration
- Planning contribution to claims management
- Updating schedules in dynamic project environments

Day 5 - Lessons Learned & Case Studies

- Reporting and analyzing lessons learned from projects
- Applying best practices to improve future planning and scheduling
- Real-world case study exercises
- Group discussion and feedback
- Course review and action planning

Registration form on the Training Course: Effective Planning & Scheduling Methodologies and Skills

Training Course code: PC9422 From: 29 June - 3 July 2026 Venue: Baku (Azerbaijan) - Training Course Fees: 5775 € Euro

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
- Please invoice my company

Easy Ways To Register

Telephone:
+201095004484 to
provisionally reserve your
place.

Fax your completed
registration
form to: +20233379764

E-mail to us :
info@gh4t.com
or training@gh4t.com

Complete & return the
booking form with cheque
to: Global Horizon
3 Oudai street, Aldouki,
Giza, Giza Governorate,
Egypt.