

COURSE BROCHURE

Project Planning, Scheduling & Control

Professional Training Course

Skillslab Training Provider

Skills for Tomorrow's World 



Course Description

Introduction

Project Planning, Scheduling & Control is a high-impact professional training program designed for organizations that need to deliver complex projects with greater accuracy, accountability, and strategic control. In today's fast-moving institutional and corporate environment, project success depends not only on launching initiatives, but on planning them intelligently, scheduling them realistically, monitoring performance continuously, and controlling risks before they affect delivery.

This executive-level course provides participants with practical tools, structured methodologies, and real-world techniques to improve project planning, project scheduling, cost control, progress monitoring, resource optimization, stakeholder coordination, and project performance reporting. It is ideal for government entities, ministries, public sector organizations, large corporations, and executive professionals seeking to enhance project governance, delivery assurance, and operational excellence.

The value proposition of this program lies in its practical focus: participants will learn how to transform project objectives into executable plans, develop realistic schedules, control timelines and budgets, analyze project variances, and support strategic decision-making through reliable project data and professional reporting.

Course Objectives

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

- Understand the principles of effective project planning, scheduling, and control in modern organizations
- Develop structured project plans aligned with organizational priorities and delivery expectations
- Build realistic project schedules using logical sequencing, dependencies, milestones, and resource considerations
- Apply project control techniques to monitor progress, manage deviations, and improve performance
- Use project baselines, critical path analysis, progress tracking, and variance reporting to support informed decisions
- Strengthen project governance through clear roles, accountability, documentation, and reporting structures
- Improve cost, time, scope, and resource control across different project environments

Course Content

Day 1: Foundations of Project Planning and Delivery Control

- Understanding the strategic role of project planning in organizational success
- Key components of the project lifecycle and delivery environment
- Aligning project objectives with institutional priorities and business goals
- Defining project scope, deliverables, assumptions, constraints, and success criteria
- Building the work breakdown structure and organizing project activities
- Understanding project baselines for scope, schedule, and cost
- Common causes of project delays, overruns, and control failures
- Practical exercise: developing a structured project planning framework

Day 2: Project Scheduling Techniques and Time Management

- Principles of professional project scheduling
- Activity definition, sequencing, duration estimation, and milestone planning
- Understanding dependencies, lead time, lag time, float, and schedule logic
- Critical path analysis and its role in project control
- Resource planning and schedule feasibility assessment
- Developing realistic timelines for complex projects
- Managing schedule compression, acceleration, and recovery planning
- Practical exercise: building and analyzing a project schedule

Day 3: Project Cost, Resource, and Performance Control

- Understanding project cost planning and budget control
- Linking schedule, resources, and cost for integrated project management
- Establishing performance baselines and measurement criteria
- Monitoring actual progress against planned performance
- Identifying schedule variance, cost variance, and performance gaps
- Resource allocation, workload balancing, and productivity monitoring
- Introduction to earned value concepts for project control
- Practical exercise: analyzing project performance and recommending corrective actions

- Developing practical risk response and contingency plans
- Managing project changes through structured change control processes
- Controlling scope creep and maintaining delivery discipline
- Stakeholder mapping, communication planning, and expectation management
- Escalation mechanisms and decision-making protocols
- Practical exercise: preparing a risk-informed project control plan

Day 5: Project Reporting, Governance, and Implementation Excellence

- Designing project dashboards and executive progress reports
- Communicating project status clearly to senior management and stakeholders
- Using key performance indicators for project monitoring and control
- Governance structures for project oversight and accountability
- Managing project review meetings and performance discussions
- Corrective action planning and lessons learned
- Developing a practical implementation roadmap for improved project control
- Final practical workshop: presenting a complete project planning, scheduling, and control framework

Target Audience

This course is designed for professionals and decision-makers involved in planning, managing, supervising, or controlling projects across public and private sector environments, including:

- Project managers and project coordinators
- Program managers and portfolio management professionals
- Planning engineers and scheduling professionals
- Project control managers and project control officers
- Government project supervisors and public sector project teams
- Ministry and municipal project management personnel
- Department heads and operational managers
- Construction, infrastructure, energy, engineering, and technology project professionals
- Procurement, contract, finance, and cost control professionals involved in project delivery
- Executives and senior managers responsible for project oversight and strategic implementation

Course Requirements

Structured foundation in project planning, scheduling, and control

Recommended participant readiness includes:

- Basic familiarity with project terminology
- Experience in managing, supporting, or supervising projects
- Interest in improving planning, scheduling, monitoring, reporting, and control practices
- Willingness to engage in practical exercises, case discussions, and implementation-based learning

Training Methodology

The training methodology is designed to combine executive-level insight with practical application. The course uses an interactive and implementation-focused approach that enables participants to connect project management concepts directly with real organizational challenges.

The methodology includes:

- Expert-led explanations of project planning, scheduling, and control principles
- Real-world project examples from government, corporate, infrastructure, and operational environments
- Practical workshops on scheduling, performance monitoring, risk control, and reporting
- Group discussions and case-based learning
- Hands-on exercises for building project structures, timelines, control tools, and dashboards
- Scenario analysis for managing delays, deviations, risks, and stakeholder pressure
- Executive reflection sessions focused on strategic impact and organizational improvement
- Action planning to support workplace implementation after the course

Learning Outcomes

Upon completion of the Project Planning, Scheduling & Control course, participants will be able to:

- Create structured project plans that support clarity, accountability, and successful delivery
- Develop realistic and controllable project schedules based on sound planning logic
- Apply critical path thinking to identify schedule risks and delivery priorities
- Establish project baselines and use them to measure progress accurately
- Monitor project performance using time, cost, resource, and scope indicators
- Identify early warning signs of project delay, budget pressure, and execution weakness
- Prepare professional project control reports for management and stakeholders
- Apply practical change control methods to protect project scope and objectives

This course is delivered by an internationally certified expert with extensive practical and consulting experience. The instructor brings strong expertise in project planning, scheduling, project control, performance monitoring, risk management, stakeholder coordination, and executive project reporting across complex organizational environments. The training approach combines international best practices with practical tools, real-world applications, and implementation-focused guidance suitable for government entities, ministries, public sector institutions, large corporations, and professional project teams.

Contact Us

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