BROCHURE FOR A

WORKSHOP ON PLANNING SCHEDULING & MONITORING

A practical **3-day** workshop focused on Planning, Scheduling, and Monitoring, equipping professionals with the knowledge and techniques to effectively plan, execute, monitor, and control projects.

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WORKSHOP ON

PLANNING, SCHEDULING & MONITORING

Planning, Scheduling & Monitoring

Effective Planning, Scheduling, and Monitoring form the backbone of successful project delivery. This workshop provides a comprehensive, practice-oriented understanding of how projects are planned, time-phased, tracked, and controlled from initiation to close-out. Participants will learn how to translate project objectives into executable plans, develop realistic schedules, and establish monitoring systems that support informed decision-making.

The program emphasizes the integration of scope, time, cost, and resources, ensuring that plans are not only technically sound but also commercially and contractually aligned. Through practical examples, participants will understand how baseline schedules are developed, how progress is measured, and how deviations are identified and managed proactively. Special attention is given to performance measurement, forecasting, and reporting to stakeholders.

YOU WILL LEARN HOW TO:

- Translating project objectives into structured plans
- Developing realistic and logic-driven schedules
- Establishing baselines and performance measurement systems
- Monitoring progress using earned value and schedule metrics
- Identifying delays, slippages, and recovery options
- Integrating planning and monitoring with cost, risk, and contracts
- Using schedules as decision-making and communication tools

BENEFITS

- Improved planning and scheduling capability
- Better visibility of project performance and risks
- Enhanced decision-making through reliable monitoring data
- Stronger coordination among project stakeholders

THIS WORKSHOP WILL COVER THE FOLLOWING KEY ACTIVITIES WITH PRACTICAL EXAMPLES:

1. Translating project objectives and contractual requirements into structured, executable project plans
2. Identifying activities and establishing logical sequencing using industry-standard methodologies
3. Estimating activity durations and aligning schedules with resource availability and productivity norms
4. Developing integrated project schedules using Critical Path Method (CPM) principles
5. Establishing schedule baselines and understanding their role in performance measurement and control
6. Monitoring critical paths, float consumption, and schedule trends
7. Analysing deviations between planned and actual progress and identifying root causes
8. Preparing clear, decision-oriented progress reports and dashboards for stakeholders

DETAILED WORKSHOP OUTLINE

DAY 1

Role of Planning in Project Success

- Training Overview
- Project objectives, constraints, and success criteria
- Planning across the project life cycle

Scope Definition and Work Breakdown Structure (WBS)

- Scope baseline, deliverables, and boundaries.
- Developing a WBS with practical examples.

Activity Identification and Sequencing

- Defining activities from WBS.
- Logical relationships and dependencies.

Planning Integration

- Linking scope, schedule, cost, and resources.
- Common planning pitfalls and best practices

DAY 2

Scheduling Fundamentals

- Critical Path Method (CPM)
- Calendars, constraints, and milestones

Duration Estimation and Resource Planning

- Estimation techniques
- Resource loading and productivity considerations

Schedule Development and Baseline Setting

- Developing realistic schedules
- Baseline approval and change control

Schedule Quality and Risk Considerations

- Schedule validation checks
- Risk-based thinking in schedules.

DAY 3

Progress Measurement Techniques

- Physical progress vs. time-based progress
- Data collection and validation

Schedule Monitoring and Analysis

- Critical path tracking
- Float consumption and trend analysis
- Identifying over-allocation and inefficiencies
- Planning vs. execution perspective

Forecasting and Performance Evaluation

- Schedule variance and forecasting completion dates.
- Introduction to performance indicators

Reporting, Communication, and Lessons Learned

- Effective dashboards and reports
- Management communication and continuous improvement