



Institute for Capacity Development (ICD)

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Effective Planning and Scheduling

Course Objectives

On completion of the course participants should be able to:

- Identify needs and design projects
- Understand a project's life cycle
- Plan and schedule a project
- Complete a Statement of Work and/or a project charter
- Formulate, monitor and evaluate projects
- Apply tools for project control and evaluation
- Mobilise resources required to manage projects effectively
- Apply the skills and techniques necessary to manage project risk

Targeted groups

- Project Directors
- Project managers
- Program and Project Management Office (PMO) support staff
- Quality control inspectors
- Management analysts
- Management auditors
- Program and project evaluators
- Programme coordinators

Course Outline

- General Management Principles and Skills
- Overview of Project Cycle management
- Project identification
- Problem identification and analysis
- Designing the project
- Defining and creating a Work Breakdown Structure
- Identifying and understanding task relationships
- Estimating task durations and determining project duration

- Constructing a network diagram
- Calculating the critical path of a project
- Use the Program Evaluation and Review Technique (PERT) to create estimates
- Planning the project implementation
- Creating a Viable Schedule
- Planning the Project Work Scope
- Project strategic planning Logical Framework Approach
- Designing and Planning Projects with the Logical Framework approach
- Uncertainties, Risk and Project Failure
- Risk Management
- Project Risk Response Planning and Control
- Developing Project and Program Schedules
- Estimating Time, Resources, and Cost
- Planning For Project and Program Control
- Budget as a Financial plan
- Resource Mobilization
- Aligning Resources with Activities
- Monitoring and Evaluation
- Writing project reports
- Documentation and Report Presentation
- Database Management
- Action Planning

Dates: 14th – 25th January 2019

Duration: 2 Weeks

Course Costs: US\$2850/delegate

Venue: Pretoria, RSA