Project Scheduling Basics Training Course

Professional Development Training Course Outline

Category	Project Management	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Project scheduling is a core project management competency that enables organizations to plan, coordinate, monitor, and control project activities effectively. Project Scheduling Basics Training Course provides participants with a structured foundation in scheduling principles, tools, and techniques used to define project timelines, allocate resources, manage dependencies, and track progress. Emphasis is placed on critical path analysis, work breakdown structures, milestone planning, and realistic schedule estimation to support successful project delivery across industries.

This course is designed to build practical scheduling skills using globally recognized project management practices and scheduling software concepts. Participants will learn how to develop baseline schedules, manage schedule risks, handle delays, and communicate timelines to stakeholders. By combining theory, practical exercises, and real-world case studies, the course ensures participants can apply scheduling techniques confidently to improve efficiency, accountability, and on-time project completion.

Programme Curriculum

Project Scheduling Basics Training Course

Introduction

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Course Objectives

1. Understand fundamental project scheduling concepts and terminology.
2. Apply work breakdown structures to define project activities accurately.
3. Develop realistic project timelines using scheduling best practices.
4. Identify task dependencies and sequencing relationships.
5. Perform critical path method (CPM) analysis.
6. Estimate activity durations using proven techniques.
7. Allocate and level resources within project schedules.
8. Establish milestones and schedule baselines.
9. Monitor schedule performance using key indicators.
10. Manage schedule risks, delays, and changes effectively.
11. Communicate project schedules clearly to stakeholders.
12. Use scheduling tools and templates for planning and tracking.
13. Improve project delivery through disciplined schedule control.

Organizational Benefits

- Improved on-time project delivery performance
- Better coordination of tasks and resources
- Reduced project delays and cost overruns
- Enhanced visibility of project timelines
- Stronger planning and forecasting capabilities
- Improved stakeholder communication and reporting
- Increased accountability across project teams
- Better risk identification and mitigation
- Standardized scheduling practices across projects
- Higher overall project management maturity

Target Audiences

- Project managers and assistant project managers
- Project planners and schedulers
- Team leaders and supervisors
- Engineers and technical professionals
- Operations and program managers
- PMO staff and coordinators
- Consultants and project analysts
- Professionals involved in project execution

Course Duration: 5 days

Course Modules

Module 1: Introduction to Project Scheduling

- Definition and purpose of project scheduling
- Role of scheduling in project success
- Key scheduling terms and concepts
- Relationship between scope, time, and cost
- Overview of scheduling standards and frameworks
- Case Study: Impact of poor scheduling on a project outcome

Module 2: Work Breakdown Structure and Activity Definition

- Principles of work breakdown structure development
- Breaking down deliverables into manageable tasks
- Defining activities and work packages
- Linking scope statements to schedule activities
- Common errors in activity definition
- Case Study: Developing a WBS for a small infrastructure project

Module 3: Activity Sequencing and Dependencies

- Types of task dependencies and relationships
- Logical sequencing of project activities
- Use of network diagrams for scheduling
- Identifying mandatory and discretionary dependencies
- Managing external and internal constraints
- Case Study: Sequencing activities in a multi-phase project

Module 4: Estimating Activity Durations

- Techniques for duration estimation
- Expert judgment and historical data usage
- Three-point estimating and PERT concepts
- Factors affecting schedule accuracy
- Managing uncertainty in estimates
- Case Study: Estimating task durations for a service project

Module 5: Critical Path Method and Schedule Development

- Understanding critical path concepts
- Calculating early and late start and finish dates

- Identifying float and schedule flexibility
- Developing the project schedule baseline
- Analyzing schedule sensitivity
- Case Study: Critical path analysis for a construction project

Module 6: Resource Allocation and Schedule Optimization

- Assigning resources to scheduled activities
- Resource loading and leveling techniques
- Managing resource constraints and conflicts
- Schedule compression methods
- Balancing time, cost, and resource trade-offs
- Case Study: Resolving resource conflicts in a project schedule

Module 7: Schedule Monitoring and Control

- Tracking project progress against the schedule
- Using milestones and performance indicators
- Managing schedule changes and updates
- Schedule variance analysis
- Reporting schedule status to stakeholders
- Case Study: Recovering a delayed project schedule

Module 8: Scheduling Tools and Practical Applications

- Overview of scheduling software concepts
- Using Gantt charts and network diagrams
- Best practices for schedule documentation
- Integrating schedules with project reporting
- Lessons learned and continuous improvement
- Case Study: Applying scheduling tools to a real project scenario

Training Methodology

- Instructor-led presentations and concept briefings
- Practical scheduling exercises and group work
- Guided development of project schedules
- Case study analysis and problem-solving sessions
- Use of templates, tools, and scheduling examples
- Interactive discussions and feedback sessions

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.
f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

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