Training Course on Project Scheduling and Cost Planning Skills

Professional Development Training Course Outline

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

Course Introduction

In today’s fast-paced and highly competitive project-driven industries, mastering project scheduling and cost planning skills is critical to achieving project success. Training Course on Project Scheduling & Cost Planning Skills offers a comprehensive and practical understanding of scheduling techniques, budget estimation, and cost control strategies—ensuring on-time and on-budget project delivery. Through modern tools, analytical techniques, and real-world applications, participants will gain the confidence to manage complex project timelines and finances effectively.

With a strong focus on industry-relevant case studies, agile project management integration, and digital planning tools, this course empowers professionals across sectors to lead projects with precision and cost-efficiency. Participants will explore critical path method (CPM), earned value management (EVM), and work breakdown structures (WBS) while learning to mitigate risks, forecast costs accurately, and align resources with project goals.

Programme Curriculum

Training Course on Project Scheduling & Cost Planning Skills

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Course Objectives

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

1. Master project scheduling tools including Microsoft Project and Primavera.
2. Develop and interpret Gantt charts and critical path analyses.
3. Apply Work Breakdown Structures (WBS) to organize and control projects.
4. Use Agile and Hybrid methodologies in scheduling.
5. Perform accurate cost estimation and budget forecasting.
6. Utilize Earned Value Management (EVM) to measure performance.
7. Integrate resource planning and allocation strategies.
8. Assess and control project risks impacting time and budget.
9. Implement cost control techniques to reduce overspending.
10. Track progress using KPI dashboards and reporting tools.
11. Align project milestones with organizational goals.
12. Interpret financial data to support strategic project decisions.
13. Manage multiple project schedules with portfolio management tools.

Target Audience

1. Project Managers
2. Cost Engineers
3. Construction Professionals
4. Business Analysts
5. Financial Planners
6. Operations Managers
7. Engineering Consultants
8. PMO (Project Management Office) Staff

Course Duration: 5 days

Course Modules

Module 1: Introduction to Project Scheduling & Cost Planning

- Importance of scheduling in project success
- Overview of project cost management
- Key scheduling and planning terminology

- Stakeholder roles in planning and budgeting
- Benefits of integrated scheduling and costing
- **Case Study**: Analysis of a failed IT project due to poor planning

Module 2: Tools & Techniques for Effective Scheduling

- Overview of Microsoft Project and Primavera P6
- Creating Gantt Charts and network diagrams
- Developing and interpreting CPM schedules
- Task sequencing and dependencies
- Using calendars and baselines in scheduling tools
- **Case Study**: Construction project managed with Primavera

Module 3: Developing the Work Breakdown Structure (WBS)

- Definition and importance of WBS
- Hierarchical breakdown of tasks
- Linking WBS to cost estimates and schedules
- Estimating time and resources per WBS element
- WBS integration with project reporting
- **Case Study**: Product development project using WBS

Module 4: Cost Estimating and Budgeting Techniques

- Cost estimating methods (top-down, bottom-up)
- Analogous and parametric cost estimation
- Budget baselines and contingency reserves
- CAPEX and OPEX distinctions in projects
- Techniques for updating and revising budgets
- **Case Study**: Manufacturing project cost overrun analysis

Module 5: Resource Allocation and Optimization

- Identifying and assigning resources
- Resource levelling and smoothing techniques
- Managing over-allocated resources
- Linking resource costs to budget
- Multi-project resource management
- **Case Study**: Software team resource bottleneck case

Module 6: Earned Value Management (EVM) and Performance Tracking

- EVM fundamentals: PV, EV, AC, CPI, SPI
- Setting up an EVM system
- Variance analysis and performance indicators
- Predicting project outcomes using EVM
- Integrating EVM with dashboards and reports

- **Case Study**: Real estate project with EVM insights

Module 7: Risk Impact on Scheduling & Budget

- Identifying schedule-related risks
- Quantifying risk impact on cost and time
- Risk-adjusted planning techniques
- Monte Carlo simulation in forecasting
- Contingency planning and buffer time
- **Case Study**: Energy sector project delay due to risk

Module 8: Portfolio and Multi-Project Scheduling

- Managing schedules across multiple projects
- Resource sharing and prioritization
- Portfolio performance metrics
- Aligning programs with business goals
- Benefits of centralized scheduling tools
- **Case Study**: PMO case for telecom portfolio management

Training Methodology

- Interactive lectures with real-world applications
- Hands-on exercises using project management tools
- Group activities and scenario-based learning
- In-depth analysis of case studies from different sectors
- Quizzes and assignments to reinforce learning
- Final project to apply scheduling and cost planning knowledge

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

Ready to enroll or request a customized program? Book online or contact us:

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