

Essential Elements of Work Planning and Scheduling

Tokyo (Japan)

19 - 23 May 2025

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Essential Elements of Work Planning and Scheduling

Code: PM28 From: 19 - 23 May 2025 City: Tokyo (Japan) Fees: 4700 Pound

Introduction

This training course is designed to provide participants with the essential skills needed to plan and schedule work efficiently. Participants will learn to structure workflows, allocate resources effectively, and monitor progress to ensure that projects are completed on time, within budget, and to the highest quality standards. The course emphasizes the significance of strategic planning, resource management, and time optimization in achieving organizational goals.

Course Objectives

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

- Grasp the fundamental principles and techniques of work planning and scheduling.
- Develop comprehensive work plans that align with organizational objectives and priorities.
- Allocate resources efficiently to facilitate smooth project execution.
- Utilize tools and techniques such as Gantt charts, PERT, and Critical Path Method to track and manage schedules.
- Monitor progress and make necessary adjustments to ensure projects remain on schedule.

Course Outlines

Day 1: Introduction to Work Planning and Scheduling

- What is Work Planning and Scheduling? - Defining the concepts and understanding their critical role in project and organizational success.
- The Relationship Between Planning and Scheduling - How planning and scheduling complement each other to achieve project goals.
- The Role of Work Planning in Project Success - Why thorough planning is essential for risk reduction, efficiency, and quality assurance.
- Types of Work Plans - Overview of various work plans strategic, tactical, and operational.
- Work Breakdown Structure WBS - Understanding the value of breaking down tasks into smaller, manageable components for better planning.

Day 2: Setting Objectives and Priorities

- SMART Goals for Work Planning - Defining work objectives using the SMART framework Specific, Measurable, Achievable, Relevant, Time-bound.
- Aligning Work Plans with Organizational Goals - Ensuring work plans align with the overall strategy and objectives of the organization.
- Prioritization Techniques - Methods such as the Eisenhower Matrix and MoSCoW for effective task and

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resource prioritization.

- Defining Key Deliverables and Milestones - Identifying critical outcomes and deadlines in a project or work plan.
- Resource Allocation - Identifying available resources human, financial, and equipment and ensuring their allocation to high-priority tasks.

Day 3: Scheduling Techniques and Tools

- Introduction to Scheduling - Overview of scheduling, its importance, and its role in successful project execution.
- Creating a Schedule - Structuring a work schedule, including task dependencies, timelines, and milestones.
- Gantt Charts - Introduction to Gantt charts as a visual scheduling tool and how to use them for tracking project progress.
- PERT Program Evaluation Review Technique - Using PERT to manage complex projects with uncertain task durations.
- Critical Path Method CPM - Understanding CPM to identify the longest sequence of dependent tasks and calculate project duration.

Day 4: Managing and Monitoring Work Schedules

- Tracking Progress and Milestones - Monitoring work progress against the schedule using various tracking tools and methods.
- Identifying Delays and Bottlenecks - Recognizing common scheduling challenges and addressing delays or resource constraints.
- Adjusting Schedules and Re-planning - Techniques for revising work schedules when delays or changes arise.
- Resource Leveling - Methods to balance resource allocation, preventing overloading or underutilization.
- Risk Management in Scheduling - Identifying potential risks and disruptions in schedules and preparing contingency plans.

Day 5: Advanced Scheduling Concepts and Best Practices

- Monte Carlo Simulation for Risk and Uncertainty - Introduction to Monte Carlo simulations for modeling risks and uncertainties in scheduling.
- Project Scheduling Software - Overview of popular scheduling software tools e.g., Microsoft Project, Primavera and their application.
- Effective Communication of Schedules - Strategies for communicating schedules to stakeholders and team members to ensure alignment and accountability.
- Managing Multiple Projects - Techniques for scheduling and managing multiple projects concurrently, including prioritization and resource sharing.
- Continuous Improvement in Scheduling - Best practices for evaluating and improving scheduling processes to enhance efficiency and accuracy over time.

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