

Helping Your Develop World-Class Competency In...

Effective Project Planning & Scheduling Skills

Step by Step Planning & Scheduling
Planning for Performance Excellence

2 Week Training Workshop

- ✓ Planning for Project Risks
- ✓ Early Warning System of Emerging Problems
- ✓ Contingency Planning to Prevent Planning Fire fighting
- ✓ Building Planning Knowledge Base including from Lessons Learnt

A 2 Week Training Workshop

Program Overview

This program covers the Multi-discipline Planning Skills that are required to produce Effective Plans and Schedules. These multi-discipline understanding will include understanding the Technical-Estimating-Risk-Contractual-Strategic-Value Engineering Aspects of the Project Planning Process. This is not a hands on computer software training program - it targets more skills and competencies. Use of Computers is included to demonstrate their effective use for planning and scheduling.

Performance Excellence in Planning & Scheduling requires this Multi-discipline Understanding applied to the Planning Step by Step Process. Planning is making a plan to predict the future - No one can predict the future - what this program does is helps you prepare a plan that is oriented to statistically assisted assuring meeting most of your Project and Strategic Objectives. And when risks happen you have the contingency plans or planned guidance on how to minimize the undesirable impact of the risks and how to capitalize on the desirable aspects of the occurring risks.

Program Content

1. Why Planning & Scheduling?
2. Project Planning Aspects
3. More on Technical-Estimating-Risk-Contractual-Strategic-Value Engineering Aspects of the Planning
4. Project Planning Strategic Aspects
5. Project Planning Knowledgebase Aspects
6. Understanding Project Goals
7. Understanding the Project Strategic objectives
8. Developing the Project Implementation Strategy
9. Project Planning Data Collection & Sources
10. Identifying the Project Design Deliverables
11. Identifying the Project Construction Deliverables
12. Identifying the Project Strategic Deliverables
13. Identifying the Project Risks
14. Identifying the Tasks
15. Work Breakdown Structure (WBS)
16. Critical Path Method Technique and Project Planning Software (CPM)

Euro Training Limited, 3422 Old Capitol Trail #1116, Wilmington, DE 19808, USA

WhatsApp 15512411304 Tel: 415 251 1367 Fax/VoiceMail: US +1 650 6492689 www.EuroTraining.com

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Effective Project Planning & Scheduling Skills Training Program (PMS251-2)

17. Identifying Resource Needs: Materials; Equipment; Manpower; Finances
18. Identifying Alternate Work Methods
19. Identifying Alternate Implementation Strategies
20. Identifying Scheduling Constraints
21. Preparing the Plan and Schedule
22. Peer Review of Prepared Plans
23. Client Approval of Project Plans
24. Project QA/QC Plans
25. Project Sensitivity Analysis
26. Project Significant Risk Identification
27. Project Risk Management Plan
28. Project Contingency Plans
29. Project Plan Deviation Early Warning System
30. Planning Contractual Aspects
31. Planning Contribution to Project Contract Administration
32. Project Plan Monitoring
33. Plan & Schedule Updating
34. Planning Assistance for Claims Management Function
35. Lessons Learnt Reporting
36. Planning & Scheduling Knowledge System
37. Workshop 1
38. Workshop 2
39. Participant's Individualized Action Plan Outline to Implement after Going back to his organization
40. Program Recommendations

Who Should Attend?

This unique program is intended for all Project and other Professionals, Consultants and Managers whose responsibilities include to plan or evaluate or monitor plans prepared by others. Participants attending in teams from the same company often end up supporting each other implement the Key Methodologies discussed in the program. They will also work together to implement Planning Methodology Standardization, Planning Knowledge Base and Improvements in his organizations and business units. This program is also extremely useful for Professionals and Instructors assigned responsibility to Train and Coach

others on these methodologies in their organization or business unit.

Program Outcomes and Take-Away/s

Euro Training is in the business of providing practical useful training programs. Programs that

1. Help the participant implement improvements in his organization.
2. Help the participant gain Multi-discipline understanding of the issues so that he can incorporate the needs and expectations of all his stakeholders/ customers in his improvement proposals and actions.
3. Help build a knowledge framework in which job related experience can be caught and remembered as his experience.

Benefits to Organization

Sending participant/s to this program will benefit the organization in the following ways

1. Quickly makes the participants competent, effective and productive on his job. Useful especially for
 1. Training New employees
 2. Competency Building in Existing Employees Transferred to a New Assignment
 3. Training Prior to a New Project or Initiative Planned in the Organization
2. Create Competency in the employee to perform his job well. including in relation to
 1. Relevant Technical Knowledge, Skills and Competencies
 2. Organizations' Strategic Objectives
 3. Needs and Expectations of the Stakeholders/ Customers (internal & external)
 4. Good Management Practices
 5. Identifying opportunities to Exceed Stakeholder/ Customer Expectations
3. Create a pool of trained manpower that can cost-effectively disseminate the knowledge to a large number of

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employees inside the organization. This is made possible by Euro Training's unique, easy to understand and easy to use methodology, based on *checklist and quality assurance* approaches.

4. Euro Training instructors often act as mentors for the participants. It's the most effective way to ensure effective competency development and the subsequent application of those competencies on the job, by your motivated staff. We do have consultants available across Americas, Europe, Asia and Africa (Please inquire about our post program mentoring plans).

Participant Individual Career Benefits

1. You gain a multi-discipline understanding of the issues. Meaning when you make proposals and decisions on your related job you will keep in mind the needs and expectations of ALL the stakeholders/ customers (internal & external)
2. The action plan you take away will help you make a difference in your business unit or organization! When you talk about this difference you have made to your organization in your resume, you will be a prime candidate for career advancement in your own organization or in your next job(s).
3. Understanding and acting with understanding of the Needs and Expectations of your stakeholders/ customers is known to enhance Job Satisfaction and reduce Monday Morning Blues.
4. As one of your stakeholders/customers is Executive Management, the program ensures that you know the strategic imperatives that drive the organization's efforts in your relevant job area.

This Program is Intended for...

Those new to the field take away a good multi-discipline understanding of the issues involved in their work. It helps them in becoming productive quickly and in building a knowledge framework that will help them identify,

understand, classify and remember on the job learning and experiences.

More experienced participants take away an individualized action plan as mentioned in the previous sections.

Implementation Teams: This program can be used to train implementation teams...

1. when a new project or initiative is being started in your organization
2. when a new strategic focus is being initiated
3. just prior to a consultant being hired to advise the organization

Each participant will take away a memorable and potentially life changing experience from the program.

Registration Recommendations

Team Nominations: This program aims to ensure the participants have their individualized improvement plan at the end of the program. So, foreseeing the effort involved, anticipating resistance and implementation requirements, it is recommended that the organization nominate **at least two participants together** (three will be more desirable) for this program.

It is anticipated that these 2 or more participants will work together as a team or provide mutual support in order to implement the action plan.

Single nominations will also be accepted for the program. Single nominations are typically used to -

1. Develop personnel skills in critical skills and methodologies covered in this program.
2. Train individuals for leadership roles in business units or departments. This program will help the participant coach and lead his team in these critical skills and methodologies. (The program typically does not cover coaching skills but provides the related technical understanding in an easy to communicate manner).

For Latest Program Schedule Email:

pms251-2@EuroTraining.com

www.eurotraining.com/bro/pms251-2.php

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REGISTRATION FORM	
Program:	Effective Project Planning & Scheduling Skills Training Program (PMS251-2)
Location Where Attending:	
Program Dates:	
Whether Participant will Consider Alternate date if one requested is not available:	
Participant Name Prefix: Mr/Ms/Mrs	
Participant Name:	
Participant Job Title:	
Participant Department & Section:	
Participant Employer/ Company:	
Participant's Present Job Responsibilities:	
Participant Email Address:	
Participant Mobile Number:	
<u>Sponsored by:</u>	
Sponsoring Company:	
Job Title of Sponsoring Authority:	
Name of Sponsoring Authority:	
Email of Sponsoring Authority:	
Fax of Sponsoring Authority:	
Telephone Nos. of Sponsoring Authority:	
Web Site of Sponsoring Company:	
Invoice Reference:	
Invoicing Address:	

REGISTRATION INFORMATION

1. To register: Please send us an official letter confirming registration (on organizational letterhead or Authorized Email).
2. Program Fee is
 - o USD \$8,900 per participant and includes Course Materials, Certificate, Refreshments and Lunch. (Fee at London, Paris and Kula Lumpur is \$9,790 per participant)
3. Accommodation & Taxes/VAT (if applicable) is not included in Program fee. Special rates will be available at venue hotel for the participants.
4. Special discount of 10% is offered for participants who pay their fees at least 45 days before start of the program.
5. Refund will not be considered where the participants cancel his registration less than 3 weeks before start of the program. Alternate nominations will be allowed anytime before program start.
6. All participants are required to fill in Participant Information form - on first day of the program. Each program Undergoes Customization to Better Meet Participant Present and Future Career Needs. Please be prepared to let the Instructor/s know about your organization's Special Needs, Interests or Initiatives.
7. It is always useful for participants to bring their existing useful problems or case studies, work-process flow charts or job related problems for discussion - consideration will be at sole discretion of the program director/s.
8. Provisional Registration: You can make a provisional registration by sending us an email – an official registration request can be made within 2 weeks. This will ensure we will reserve a seat. All provisional registrations automatically cancel 2 weeks before program start.
9. Please note: No Live Voice Requests for Registration or Provisional Registrations.

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