

PROJECT MANAGEMENT | COURSE BROCHURE

Certified Planning and Scheduling Professional

5 days | Classroom training | English

SMART HORIZON

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Course content

Why attend

This course equips professionals with the essential skills and knowledge to become Certified Planning and Scheduling Professionals. Participants will learn to develop, manage, and optimise project schedules, ensuring effective resource allocation and timely project delivery in various industries.

Planning and scheduling are critical to project success, yet many professionals struggle with developing realistic timelines and managing resources effectively. This course addresses these challenges by providing practical tools and methodologies to create and maintain efficient schedules. Participants will learn to identify potential bottlenecks, allocate resources effectively, and mitigate risks, ensuring projects remain on track and within budget. Mastering these skills is essential for enhancing project performance, improving stakeholder communication, and achieving organisational goals, making this training invaluable for professionals aiming to excel in their roles.
The course offers hands-on experience with industry-standard planning tools and techniques. Participants will engage in real-world scenarios that simulate project scheduling challenges, allowing them to practice decision-making and problem-solving skills. By the end of the course, attendees will be equipped to produce actionable schedules that enhance project outcomes and stakeholder satisfaction. They will also develop the capability to communicate complex scheduling information clearly to stakeholders, ensuring alignment and support for project objectives. This comprehensive approach prepares participants for the demands of modern project environments and equips them with the confidence to tackle scheduling complexities.

Professional Problems This Course Is Designed to Solve

• Difficulty translating subject knowledge into practical workplace decisions.
• Inconsistent approaches to the activities covered in the course outline.
• Lack of a structured plan for applying and reviewing new skills.

Course methodology

The course employs a blend of interactive workshops, case studies, and practical exercises to reinforce learning. Participants will engage in simulations that mimic real-world scheduling challenges, enabling them to apply theoretical concepts to practical situations. Each session culminates in a group activity where participants collaboratively develop project schedules, producing tangible outputs such as Gantt charts and resource allocation plans. This hands-on approach ensures that participants can effectively translate their learning into their professional roles, enhancing their ability to manage projects efficiently and meet deadlines consistently. The integration of feedback sessions allows for continuous improvement and deeper understanding of scheduling complexities.



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Course objectives

By the end of this course, participants will be able to:
• Analyse project requirements to develop a comprehensive project schedule.
• Construct Gantt charts and network diagrams to visualise project timelines and dependencies.
• Prioritise tasks based on dependencies and resource availability to optimise project flow.
• Assess risks and develop mitigation strategies for scheduling conflicts and delays.
• Justify scheduling decisions to stakeholders based on project objectives and constraints.
• Evaluate the effectiveness of scheduling tools in managing project timelines and deliverables.
• Develop resource allocation plans that align with project schedules and stakeholder expectations.
• Communicate project schedules effectively to diverse stakeholders, ensuring clarity and alignment.

Target audience

This course is suitable for:
• Project Managers responsible for scheduling and resource allocation.
• Planners who need to optimise project timelines and deliverables.
• Schedulers involved in tracking project progress and performance.
• Operations Managers overseeing project execution and efficiency.

Target competencies

Participants will develop competencies in:
• Developing detailed project schedules using industry-standard tools.
• Managing resources effectively to meet project deadlines.
• Identifying and mitigating scheduling risks in projects.
• Communicating scheduling plans and changes to stakeholders.
• Analysing project performance against established schedules.
• Utilising software tools for effective planning and scheduling.
• Creating visual representations of project timelines and dependencies.
• Facilitating team collaboration in project scheduling.

Course outline



Course content

Day 1: Fundamentals of Project Planning

Applied activity: In a group, define the scope and objectives for a fictional project, identifying key deliverables and stakeholders. Use this information to outline initial scheduling requirements, including timelines and resource needs, ensuring all aspects are considered for effective planning.
Output: A project scope document outlining objectives, key deliverables, and initial scheduling requirements.

09:00–09:54	Introduction to project planning and scheduling concepts and their importance in project management.
09:54–10:48	Understanding project life cycles and phases, including initiation, planning, execution, and closure.
10:48–11:00	Defining project scope and objectives for effective scheduling, including stakeholder identification.
11:00–11:30	**Coffee break**
11:30–12:12	Defining project scope and objectives for effective scheduling, including stakeholder identification. (continued)
12:12–13:06	Identifying key stakeholders and their roles in scheduling, ensuring alignment with project goals.
13:06–14:00	Overview of planning methodologies and frameworks, such as Agile and Waterfall, and their impact on scheduling.

Day 2: Developing Effective Schedules

Applied activity: Create a Gantt chart and network diagram for the defined project, identifying task durations, dependencies, and milestones. Present your schedule to the group for feedback and refinement, ensuring clarity and accuracy while addressing potential scheduling conflicts.
Output: A Gantt chart and network diagram illustrating the project schedule, including task durations and dependencies.

09:00–09:54	Techniques for creating Gantt charts and network diagrams to visualise project timelines and task dependencies.
09:54–10:48	Understanding task dependencies and their impact on scheduling, including finish-to-start and start-to-start relationships.
10:48–11:00	Methods for estimating task durations and resource requirements, incorporating historical data and expert judgement.
11:00–11:30	**Coffee break**
11:30–12:12	Methods for estimating task durations and resource requirements, incorporating historical data and expert judgement. (continued)



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12:12–13:06	Utilising critical path method (CPM) for schedule optimisation, identifying the longest path through the project.
13:06–14:00	Incorporating milestones and deadlines into project schedules to track progress and ensure timely delivery.

Day 3: Resource Allocation and Management

Applied activity: Using the developed schedule, allocate resources to tasks while considering availability and constraints. Adjust the schedule as necessary to resolve conflicts and ensure optimal resource utilisation, documenting changes made and the rationale behind them.
Output: A resource allocation plan detailing assigned resources, adjustments made, and rationale for decisions.

09:00–09:54	Identifying resource types and their roles in project scheduling, including human, financial, and material resources.
09:54–10:48	Techniques for effective resource allocation and optimisation, ensuring that resources are used efficiently throughout the project.
10:48–11:00	Balancing resource availability with project timelines, considering constraints and competing demands.
11:00–11:30	**Coffee break**
11:30–12:12	Balancing resource availability with project timelines, considering constraints and competing demands. (continued)
12:12–13:06	Understanding resource loading and levelling concepts to prevent overallocation and conflicts.
13:06–14:00	Strategies for managing resource conflicts and constraints, including negotiation and prioritisation techniques.

Day 4: Risk Management in Scheduling

Applied activity: Conduct a risk assessment for the project schedule, identifying potential risks and proposing mitigation strategies. Present your findings to the group, discussing the implications of identified risks and proposed actions, ensuring a comprehensive understanding of risk management.
Output: A risk assessment report outlining identified risks, their potential impacts, and proposed mitigation strategies.

09:00–09:54	Identifying potential scheduling risks and their impacts on project timelines and deliverables, including external and internal factors.
09:54–10:48	Developing risk mitigation strategies for project schedules, ensuring proactive management of potential disruptions.



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10:48–11:00	Utilising risk assessment tools in scheduling processes, such as risk matrices and impact assessments.
11:00–11:30	Coffee break
11:30–12:12	Utilising risk assessment tools in scheduling processes, such as risk matrices and impact assessments. (continued)
12:12–13:06	Monitoring and controlling schedule risks throughout the project lifecycle, adjusting plans as necessary.
13:06–14:00	Communicating risks and mitigation plans to stakeholders effectively, ensuring transparency and support.

Day 5: Integrated Scheduling Practice

Applied activity: Work in teams to manage a simulated project from initiation to completion, addressing scheduling challenges and resource conflicts as they arise. Collaborate to develop solutions and present the final project schedule and outcomes to the class, demonstrating effective scheduling practices.
Output: A complete project schedule and performance evaluation report, summarising the project management experience.

09:00–09:54	Combining planning, scheduling, and resource management skills in a cohesive project management approach.
09:54–10:48	Utilising software tools for comprehensive project scheduling, including hands-on practice with relevant applications.
10:48–11:00	Simulating real-world scheduling scenarios and decision-making, allowing participants to apply their knowledge in a controlled environment.
11:00–11:30	Coffee break
11:30–12:12	Simulating real-world scheduling scenarios and decision-making, allowing participants to apply their knowledge in a controlled environment. (continued)
12:12–13:06	Evaluating project performance against the established schedule, identifying variances and corrective actions.
13:06–14:00	Preparing for certification as a Planning and Scheduling Professional, including review of key concepts and best practices.

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.



Course content

Dates, venues and fees

Current published course plans. Fees are per participant in GBP, excluding unconfirmed taxes.

Venue	Start date	End date	Fee (GBP)
Singapore Confirmed dates	16 Nov 2026	20 Nov 2026	**£2,820.–**
Online Confirmed dates	16 Nov 2026	20 Nov 2026	**£1,250.–**
Vienna Confirmed dates	23 Nov 2026	27 Nov 2026	**£2,940.–**
Online Confirmed dates	23 Nov 2026	27 Nov 2026	**£1,250.–**
London Confirmed dates	7 Dec 2026	11 Dec 2026	**£2,450.–**
Online Confirmed dates	7 Dec 2026	11 Dec 2026	**£1,250.–**
Dubai Confirmed dates	14 Dec 2026	18 Dec 2026	**£3,150.–**
Online Confirmed dates	14 Dec 2026	18 Dec 2026	**£1,250.–**
Frankfurt Confirmed dates	4 Jan 2027	8 Jan 2027	**£2,650.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	4 Jan 2027	8 Jan 2027	**£1,250.–**
Kuala Lumpur Confirmed dates	18 Jan 2027	22 Jan 2027	**£1,450.–**
Online Confirmed dates	18 Jan 2027	22 Jan 2027	**£1,250.–**
Paris Confirmed dates	1 Feb 2027	5 Feb 2027	**£2,860.–**
Online Confirmed dates	1 Feb 2027	5 Feb 2027	**£1,250.–**
Cape Town Confirmed dates	8 Feb 2027	12 Feb 2027	**£1,890.–**
Online Confirmed dates	8 Feb 2027	12 Feb 2027	**£1,250.–**
Istanbul Confirmed dates	15 Feb 2027	19 Feb 2027	**£2,650.–**
Online Confirmed dates	15 Feb 2027	19 Feb 2027	**£1,250.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Amsterdam Confirmed dates	1 Mar 2027	5 Mar 2027	**£2,540.–**
Online Confirmed dates	1 Mar 2027	5 Mar 2027	**£1,250.–**
Singapore Confirmed dates	15 Mar 2027	19 Mar 2027	**£2,820.–**
Online Confirmed dates	15 Mar 2027	19 Mar 2027	**£1,250.–**
London Confirmed dates	5 Apr 2027	9 Apr 2027	**£2,450.–**
Online Confirmed dates	5 Apr 2027	9 Apr 2027	**£1,250.–**
Barcelona Confirmed dates	12 Apr 2027	16 Apr 2027	**£2,840.–**
Online Confirmed dates	12 Apr 2027	16 Apr 2027	**£1,250.–**
Dubai Confirmed dates	19 Apr 2027	23 Apr 2027	**£3,150.–**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	19 Apr 2027	23 Apr 2027	**£1,250.–**
Frankfurt Confirmed dates	3 May 2027	7 May 2027	**£2,650.–**
Online Confirmed dates	3 May 2027	7 May 2027	**£1,250.–**
Kuala Lumpur Confirmed dates	17 May 2027	21 May 2027	**£1,450.–**
Online Confirmed dates	17 May 2027	21 May 2027	**£1,250.–**
Paris Confirmed dates	7 Jun 2027	11 Jun 2027	**£2,860.–**
Online Confirmed dates	7 Jun 2027	11 Jun 2027	**£1,250.–**
Cape Town Confirmed dates	14 Jun 2027	18 Jun 2027	**£1,890.–**
Online Confirmed dates	14 Jun 2027	18 Jun 2027	**£1,250.–**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Istanbul Confirmed dates	21 Jun 2027	25 Jun 2027	**£2,650.-**
Online Confirmed dates	21 Jun 2027	25 Jun 2027	**£1,250.-**
Amsterdam Confirmed dates	5 Jul 2027	9 Jul 2027	**£2,540.-**
Online Confirmed dates	5 Jul 2027	9 Jul 2027	**£1,250.-**
Singapore Confirmed dates	19 Jul 2027	23 Jul 2027	**£2,820.-**
Online Confirmed dates	19 Jul 2027	23 Jul 2027	**£1,250.-**
London Confirmed dates	2 Aug 2027	6 Aug 2027	**£2,450.-**
Online Confirmed dates	2 Aug 2027	6 Aug 2027	**£1,250.-**
Dubai Confirmed dates	16 Aug 2027	20 Aug 2027	**£3,150.-**



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Dates, venues and fees (continued)

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Online Confirmed dates	16 Aug 2027	20 Aug 2027	**£1,250.-**
Rome Confirmed dates	23 Aug 2027	27 Aug 2027	**£2,450.-**
Online Confirmed dates	23 Aug 2027	27 Aug 2027	**£1,250.-**
Frankfurt Confirmed dates	6 Sept 2027	10 Sept 2027	**£2,650.-**
Online Confirmed dates	6 Sept 2027	10 Sept 2027	**£1,250.-**
Kuala Lumpur Confirmed dates	20 Sept 2027	24 Sept 2027	**£1,450.-**
Online Confirmed dates	20 Sept 2027	24 Sept 2027	**£1,250.-**
Paris Confirmed dates	4 Oct 2027	8 Oct 2027	**£2,860.-**
Online Confirmed dates	4 Oct 2027	8 Oct 2027	**£1,250.-**



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Dates, venues and fees (continued)

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Istanbul Confirmed dates	18 Oct 2027	22 Oct 2027	**£2,650.-**
Online Confirmed dates	18 Oct 2027	22 Oct 2027	**£1,250.-**
Rome Confirmed dates	25 Oct 2027	29 Oct 2027	**£2,450.-**
Online Confirmed dates	25 Oct 2027	29 Oct 2027	**£1,250.-**
Amsterdam Confirmed dates	1 Nov 2027	5 Nov 2027	**£2,540.-**
Online Confirmed dates	1 Nov 2027	5 Nov 2027	**£1,250.-**
Singapore Confirmed dates	15 Nov 2027	19 Nov 2027	**£2,820.-**
Online Confirmed dates	15 Nov 2027	19 Nov 2027	**£1,250.-**
London Confirmed dates	6 Dec 2027	10 Dec 2027	**£2,450.-**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	6 Dec 2027	10 Dec 2027	**£1,250.-**
Dubai Confirmed dates	13 Dec 2027	17 Dec 2027	**£3,150.-**
Online Confirmed dates	13 Dec 2027	17 Dec 2027	**£1,250.-**

Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon UK certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

Contact Smart Horizon

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