



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

Tel: +27 12 004 8389 · Mobile: +27 65 077 6310

Email: apply@aaticd.co.za · Website: www.aaticd.co.za

COURSE BROCHURE

Optimised Work and Resource Scheduling for Projects

Business, Commerce and Management Studies / Project Management

Unit Standard 243820 · NQF Level 5 · 12 Credits · 9 Days

COURSE OVERVIEW

This course equips learners with the skills to develop an optimised work and resource schedule for simple to moderately complex projects. Participants will learn to apply scheduling techniques, allocate resources effectively, and balance constraints to meet project objectives. The focus is on practical application within the South African project management context.

Category	Business, Commerce and Management Studies
Subfield	Project Management
Unit Standard	243820
Accreditation	SAQA Accredited · NQF Level 5 · 12 Credits
Duration	9 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply scheduling techniques to sequence project activities and estimate durations.
- Allocate resources (human, material, equipment) to tasks while considering availability and constraints.
- Optimise the work schedule by analysing dependencies, critical paths, and resource levelling.
- Develop a resource-loaded schedule that balances project scope, time, and cost.
- Implement monitoring mechanisms to track schedule performance and adjust as needed.
- Evaluate the impact of schedule changes on project objectives and stakeholder expectations.

WHO SHOULD ATTEND

- This course is ideal for project managers, team leaders, and coordinators who are responsible for planning and scheduling projects.
- It is also suitable for professionals seeking to enhance their project scheduling competencies.

COURSE OUTLINE

Day 1: Introduction to Project Scheduling and Resource Management

- Overview of project scheduling principles
- Work Breakdown Structure (WBS) fundamentals
- Activity definition and sequencing
- Introduction to resource types and constraints
- Project life cycle and scheduling integration

Day 2: Activity Duration Estimation and Network Diagrams

- Duration estimation techniques (analogous, parametric, three-point)
- Precedence diagramming method (PDM)
- Dependency types (FS, SS, FF, SF)
- Critical path calculation
- Buffer and contingency planning

Day 3: Resource Allocation and Levelling

- Resource assignment and calendars
- Resource histograms and usage profiles
- Resource levelling vs. resource smoothing
- Heuristics for resource-constrained scheduling
- Impact of resource constraints on project duration

Day 4: Schedule Compression and Optimisation Techniques

- Crashing: cost and time trade-off analysis
- Fast-tracking: overlapping activities
- Optimisation using critical chain method
- Introduction to linear programming for scheduling
- Schedule risk assessment and contingency planning

Day 5: Resource Costing and Budgeting

- Resource cost estimation methods
- Cost baseline and budget development
- Earned value management (EVM) fundamentals
- Cost variance and schedule variance analysis
- Reporting resource cost performance

Day 6: Advanced Scheduling Tools and Software Applications

- Overview of popular scheduling software (MS Project, Primavera)
- Creating a project schedule in software
- Resource assignment and levelling in software
- Baseline setting and progress tracking
- Customising views and reports

Day 7: Monitoring, Controlling, and Updating Schedules

- Progress measurement techniques (% complete, earned value)
- Schedule updates and re-baselining
- Variance analysis and root cause identification
- Corrective action planning (reallocation, overtime)

- Stakeholder communication and reporting

Day 8: Multi-Project Resource Scheduling and Portfolio Management

- Multi-project resource management challenges
- Resource capacity planning and demand management
- Project prioritisation and selection criteria
- Portfolio resource optimisation
- Case studies of multi-project scheduling

Day 9: Integration, Review, and Assessment

- Comprehensive project scheduling exercise
- Best practices and lessons learned
- Assessment preparation and review
- Summative assessment (written and practical)
- Course evaluation and feedback

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **12 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 35,000.00	R 35,000.00
1	In-House	R 45,500.00	R 45,500.00
1	On-Campus (Pretoria)	R 52,500.00	R 52,500.00

UPCOMING SESSIONS

Start	End	Method	Venue
03 Aug 2026	13 Aug 2026	On-Campus	Cape Town, South Africa
04 Aug 2026	14 Aug 2026	On-Campus	Dubai, UAE
05 Aug 2026	17 Aug 2026	On-Campus	Pretoria, South Africa
05 Aug 2026	17 Aug 2026	On-Campus	Lagos, Nigeria
06 Aug 2026	18 Aug 2026	On-Campus	Johannesburg, South Africa
07 Aug 2026	19 Aug 2026	On-Campus	Mauritius
10 Aug 2026	20 Aug 2026	On-Campus	Dubai, UAE
11 Aug 2026	21 Aug 2026	On-Campus	Pretoria, South Africa

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 243820) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call +27 12 004 8389 or WhatsApp +27 65 077 6310 and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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