



Accredited Africa Training Institute for Capacity Development

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

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COURSE BROCHURE

Technical Support for Project Planning and Scheduling

Business, Commerce and Management Studies / Project Management

Unit Standard 244566 · NQF Level 4 · 12 Credits · 9 Days

COURSE OVERVIEW

This course equips learners with the technical skills needed to support project planning and scheduling service functions. Participants will learn to assist in developing project schedules, track progress, and maintain planning documentation to ensure effective project execution.

Category	Business, Commerce and Management Studies
Subfield	Project Management
Unit Standard	244566
Accreditation	SAQA Accredited · NQF Level 4 · 12 Credits
Duration	9 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply techniques to assist in developing project schedules using appropriate tools.
- Analyze project progress data to identify variances from the baseline schedule.
- Evaluate scheduling information to support decision-making and reporting.
- Design project planning documentation and maintain records in line with organisational procedures.
- Implement corrective actions to address schedule deviations under guidance.
- Demonstrate effective communication of scheduling information to project stakeholders.

WHO SHOULD ATTEND

- This course is ideal for project administrators, junior project planners, and team members who provide technical support to project managers in planning and scheduling activities.

COURSE OUTLINE

Day 1: Introduction to Project Planning and Scheduling

- Overview of project management principles
- Project life cycle: initiation, planning, execution, monitoring, closure
- Role of technical support in project planning
- Introduction to project planning documents: scope statement, WBS, schedule
- Key terminology: milestones, dependencies, critical path
- Importance of accurate planning and scheduling

Day 2: Work Breakdown Structure (WBS)

- Definition and benefits of WBS
- WBS decomposition techniques
- Levels of WBS: project, deliverables, work packages
- WBS dictionary and coding schemes
- Practical exercise: create a WBS for a sample project
- Common mistakes in WBS creation

Day 3: Activity Definition and Sequencing

- Activity definition from WBS work packages
- Types of dependencies: FS, SS, FF, SF
- Lead and lag time
- Network diagramming: AON (Activity-on-Node)
- Milestone identification
- Practical exercise: develop activity list and network diagram

Day 4: Resource Estimation and Allocation

- Types of resources: human, equipment, materials
- Estimation techniques: expert judgment, analogous, parametric
- Resource allocation and assignment
- Resource histograms and loading
- Resource levelling and smoothing
- Practical exercise: resource estimation and levelling

Day 5: Duration Estimation and Schedule Development

- Duration estimation methods: PERT, three-point, analogous
- Critical path method (CPM) calculations
- Forward and backward pass
- Total float, free float, and project float
- Schedule compression: crashing and fast-tracking
- Practical exercise: calculate critical path and develop schedule

Day 6: Schedule Monitoring and Control

- Schedule baseline and tracking methods
- Earned value management: PV, EV, AC, SPI
- Variance analysis and forecasting
- Schedule change control process
- Progress reporting and dashboards

- Practical exercise: calculate EVM metrics and interpret SPI

Day 7: Software Tools for Scheduling (MS Project / Primavera)

- Overview of scheduling software: MS Project, Primavera P6
- Setting up a new project: calendar, WBS, activities
- Entering dependencies and constraints
- Assigning resources and costs
- Baseline setting and progress tracking
- Report generation: Gantt charts, network diagrams, resource reports

Day 8: Advanced Scheduling Techniques

- Schedule risk analysis: probability distributions, Monte Carlo
- Multi-project scheduling and resource pooling
- Agile scheduling: sprint planning, backlog grooming
- Critical chain project management (CCPM)
- Schedule optimisation trade-offs
- Practical exercise: simple risk simulation

Day 9: Integration, Review, and Assessment

- Consolidating WBS, network, resources, and schedule
- Schedule quality checklist: logic, constraints, realism
- Capstone exercise: develop a complete project schedule for a case study
- Review of key concepts and exam preparation
- Feedback and course evaluation

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 4**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 33,300.00	R 33,300.00
1	In-House	R 43,300.00	R 43,300.00
1	On-Campus (Pretoria)	R 50,000.00	R 50,000.00

UPCOMING SESSIONS

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

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 244566) 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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