



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

Publishing Project Scheduling and Activity Planning

Communication Studies and Language / Communication Studies

Unit Standard 246514 · NQF Level 5 · 10 Credits · 7 Days

COURSE OVERVIEW

This course equips learners with the skills to schedule and plan publishing project activities effectively. Participants will learn to sequence tasks, allocate resources, and monitor progress to ensure timely delivery of publishing projects.

Category	Communication Studies and Language
Subfield	Communication Studies
Unit Standard	246514
Accreditation	SAQA Accredited · NQF Level 5 · 10 Credits
Duration	7 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply project scheduling techniques to sequence publishing activities logically.
- Analyze resource requirements and constraints to create realistic activity plans.
- Evaluate project timelines using critical path method and other scheduling tools.
- Design a comprehensive project schedule that aligns with publishing objectives.
- Implement monitoring mechanisms to track progress and adjust schedules as needed.
- Demonstrate effective communication of schedules to stakeholders and team members.

WHO SHOULD ATTEND

- This course is designed for publishing professionals, editorial coordinators, project managers, and anyone involved in planning and scheduling publishing activities.

COURSE OUTLINE

Day 1: Introduction to Publishing Project Scheduling

- Overview of publishing project management
- Project lifecycle: concept to delivery
- Importance of scheduling and activity planning
- Key terminology: milestones, dependencies, critical path
- Introduction to scheduling tools and software

Day 2: Work Breakdown Structure and Activity Definition

- Work Breakdown Structure principles
- Creating a WBS for publishing projects
- Activity definition and decomposition
- Task identification for editorial, design, production, and distribution
- Practical exercise: develop a WBS for a sample project

Day 3: Sequencing and Dependency Management

- Activity sequencing methods
- Types of dependencies: finish-to-start, start-to-start, etc.
- Network diagramming (AOA and AON)
- Lead and lag in publishing schedules
- Exercise: create a network diagram for a book publication

Day 4: Resource Estimation and Allocation

- Resource types: human, equipment, materials
- Estimating techniques: expert judgment, analogous, parametric
- Resource allocation and assignment
- Resource leveling and smoothing
- Case study: resource planning for a magazine issue

Day 5: Duration Estimation and Schedule Development

- Duration estimation methods
- Critical Path Method (CPM) calculations
- Float (slack) and its significance
- Gantt chart creation and interpretation
- Practical: develop a schedule for a publishing project

Day 6: Schedule Monitoring and Control

- Schedule baseline and performance measurement
- Variance analysis and corrective actions
- Change control in scheduling
- Earned Value Management (EVM) basics
- Reporting schedule status to stakeholders

Day 7: Advanced Scheduling and Integration

- Schedule compression techniques
- Integration with risk, cost, and quality management
- Software tools: hands-on practice
- Final project: create a complete schedule for a publishing project

- Review and best practices

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 **10 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 29,600.00	R 29,600.00
1	In-House	R 38,500.00	R 38,500.00
1	On-Campus (Pretoria)	R 44,400.00	R 44,400.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	18 Aug 2026	On-Campus	Abu Dhabi, UAE
11 Aug 2026	19 Aug 2026	On-Campus	Durban, South Africa
11 Aug 2026	19 Aug 2026	On-Campus	Mauritius
12 Aug 2026	20 Aug 2026	On-Campus	Cape Town, South Africa
13 Aug 2026	21 Aug 2026	On-Campus	Dubai, UAE
14 Aug 2026	24 Aug 2026	On-Campus	Pretoria, South Africa
17 Aug 2026	25 Aug 2026	On-Campus	Durban, South Africa
18 Aug 2026	26 Aug 2026	On-Campus	Shenzhen, China

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 246514) 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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