BOOST
THE LEADING TRAINING PROVIDER

Internationally Certified Training Programs

Project & Contract Management

The Scheduling Professional (PMI-SP Exam Preparation)

Course Introduction

Projects and teams today are increasingly global and virtual, and project schedules are key to managing activities, resources, dependencies and ultimately, project outcomes.

The PMI-SP® will recognize the knowledge and skill to drive the improved management of project schedules. This training course is designed to provide participants with advanced experience in project planning, & developing, monitoring, updating, forecasting and analyzing integrated project schedules. This will allow them to communicate effectively with all project stakeholders, both internal and external.

Target Audience

- Project Manager
- Business Administrator
- Marketing Coordinator
- Account Executive
- Chief Operating Officer
- Operations Manager
- Executive Administrative
- Risk Manager
- Program Manager
- Business Analyst
- Quality Control Coordinator
- Assistant Manager
- Team Leader
- Senior Supervisors
- Researcher
- Entrepreneur
- Management Consultant

- Public Relations Director

Learning Objectives

- Gain a comprehensive understanding of the importance of having Strategies for Schedule and Scheduling Software.
- Effectively conduct Scheduling Planning, Developing, Monitoring & Controlling and Closing.
- Learn about Stakeholder Communication Management.
- Prepare effective and efficient Schedule Management Plan.
- Identify the contributions the Scheduling Professionals make during the life of a project.
- Enhance and increase avenues in the field of Project Management.

Course Outline

- **Day 01**

  Schedule Strategy

    - Overview - Schedule Strategy
    - Plan Schedule Management
    - Schedule Data Management
    - Schedule Model Management Plan
    - Critical Path Method
    - Float
    - Critical Chain Method
    - Agile Release Planning
    - On-Demand Scheduling

Project Planning processes/terms

- ◦ Project Scope Definition
- ◦ Work Break Structure (WBS)
- ◦ Resource Planning/Identification
- ◦ Budgeting

• **Day 02**

Schedule Planning and Development

- ◦ Overview - Schedule Planning and Development
- ◦ Define Activities
- ◦ Sequence Activities
- ◦ Estimate Activity Durations
- ◦ Risk Analysis Using Statistical Models
- ◦ Develop Schedule
- ◦ Schedule Model Creation

• **Day 03**

Schedule Monitoring and Controlling

- ◦ Overview - Schedule Monitoring and Controlling
- ◦ Schedule Model Maintenance
- ◦ Schedule Model Analysis and Control Schedule
- ◦ Earned Value Analysis
- ◦ Earned Schedule Management
- ◦ Schedule Compression
- ◦ Crashing Costs
- ◦ Drag Costs
- ◦ Fast Tracking Costs

• **Day 04**

Scheduling Tools & Techniques

- ◦ Schedule model and methods
- ◦ Schedule development process & procedures.

◦ Schedule Update.
 ◦ Delay Analysis Methods (introductory level)

Schedule Closeout

 ◦ Overview -Schedule Closeout
 ◦ Archiving Records
• **Day 05**

Stakeholder Communication Management

 ◦ Overview - Stakeholder Communications Management
 ◦ Analyze Stakeholders
 ◦ Schedule Model Instance

Performance Management & Reporting

 ◦ Earned Value Management (EVM)
 ◦ Project Reporting

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
April 6, 2025	April 10, 2025	5 days	4250.00 $	KSA - Jeddah
Sept. 22, 2025	Sept. 26, 2025	5 days	4950.00 $	Azerbaijan - Baku
Nov. 24, 2025	Nov. 28, 2025	5 days	4250.00 $	UAE - Abu Dhabi