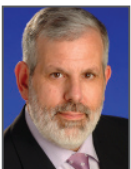


Project Planning & Scheduling in Construction

Earn CPD Points!
AIPM members are able to claim up to 14 points by attending this two day training course.

19th & 20th May, Marriott Hotel,
Brisbane
26th & 27th May, Hotel Grand Chancellor,
Melbourne

YOUR COURSE DIRECTOR:



Patrick Weaver,
PMP, FCIQB, FAICD,
Director,
Mosaic Project Services Pty Ltd

The construction industry has one of the highest records of delayed project completions. Each year, millions of dollars are lost because of poor time management, project control and record keeping. For this reason, the project scheduler has a hugely important task. Unfortunately, due to the booming construction industry, young schedulers are rushed through training on scheduling software, and lack sufficient training on the principles of planning and scheduling. To be an effective scheduler, these principles are an absolute must.

- Can you capture the full scope of a project?
- Do you understand industry specific terms such as Forward and Backward pass?
- Can you forecast with actual costs and track costs throughout a project?
- Do you understand resource balancing and levelling?
- Have you used schedule levels and density to structure a schedule?

Who should attend?

Anyone involved in the planning and/or scheduling of major construction projects

- Programme Directors
- Project Schedulers
- Project Managers
- Project Planners
- Project Leaders



ABOUT YOUR COURSE

ABOUT YOUR COURSE DIRECTOR

This two day, practical training course, **'Project Planning and Scheduling in Construction'** is crucial for new schedulers in the construction industry.

If you'd like to gain an understanding of the essential principles behind project planning and the tips and techniques of creating a masterful schedule, this training course is for you! By attending, you'll walk away with powerful knowledge to take back to your workplace and apply to your projects.

Learn how to analyse a schedule, develop a Line of Balance Chart and maintain the schedule throughout your project, by participating in interactive exercises led by a project management expert from Planning Planet, the world's largest community of online planners and schedulers.

Don't delay...you can't afford to delay your next project! Attend Tonkin Academy's **'Project Planning and Scheduling in Construction' Training 2010!**

EXAMINE critical path scheduling processes
DEFINE Earned Value and Earned Schedule processes
MAXIMISE profit by staying under budget and on time
ANALYSE your cash flow to forecast effectively
DISCOVER resource levelling and scheduling techniques
SAVE money by minimising delayed projects
DETERMINE the emerging trends in the scheduling industry
MOTIVATE team members by updating your schedule regularly
PREPARE a Work Breakdown Structure
TAILOR the schedule structure to suit the size and intensity of the project
UTILISE schedule levels and density to structure a schedule



Patrick Weaver, PMP, FCIIOB, FAICD

Patrick is one of the foundation members (#42 joined 2001) of Planning Planet, the world's largest online community of Planners, Project Controllers and Schedulers. Through membership both individual and corporate our strength is in the quality, depth and scope of our community - our representatives in Australia bring this ethic to you: locally.

Patrick has worked as a project management consultant specialising in scheduling since 1985. He is the Managing Director of Mosaic Project Services Pty Ltd. His consultancy work encompasses: developing and presenting project management training courses, developing and advising on project schedules and project control systems, and the forensic analysis of project data. He is a graded Arbitrator, a trained Mediator and an experienced Negotiator.

Patrick has been a member of both PMI and AIPM since 1986 and is a member of the PMI College of Scheduling and the Australasian Regional Council of the Chartered Institute of Building.

What did delegates say about our last Project Management event?

“ Great case studies – very practical.
The MAC Services Group Limited

Gave a good overview of what is happening in the industry and what the future trends are.
Boulderstone

Good interaction in the group sessions.
Queensland Water Infrastructure

Excellent speakers and case studies
Bovis Lend Lease ”

ABOUT TONKIN ACADEMY'S PROJECT MANAGEMENT SERIES

The Tonkin Academy Project Management Series has a host of courses available at all knowledge levels. Starting from Introductory series and moving through to Advanced levels we are sure we have a course that caters to your needs. An example of courses available in the series are listed below:

- 101: Project Management Basics
- 102: Introduction to Project Scheduling
- 201: Programme Management
- 202: Human Resource Skills for Project Managers
- 302: Portfolio Management



PROJECT
MANAGEMENT SERIES

COURSE OUTLINE

19th & 20th May 2010 | Brisbane :: 26th & 27th May 2010 | Melbourne

DAY ONE – 8:30 Registration - 9.00 Start

MORNING SESSIONS

Designing and structuring your Schedule

- Understanding the basic framework of a schedule by considering its purpose and audience
- Exploring key activities and milestones of a project, including their attributes and durations
- Utilising Logic Links by exploring the rules of logic, link types, leads and lags and the problems with links
- **Exercise 1: Constructing a Schedule**

Major Project Schedules

- Considering major aspects of schedule design
- Calculating schedule levels by managing multiple schedules at once by utilising enterprise tools
- Understanding scheduling heuristics & templates through examining guides to good practice, templates, fragnets and subprojects
- Defining project scope using breakdown structures, including the Work Breakdown Structure
- Understanding the WBS and how to use work packages and planning packages

- **Exercise 2: Develop a Work Breakdown Structure**

AFTERNOON SESSIONS

Schedule Analysis

- Critical Path Analysis of your schedule; the Forward Pass and Back Pass. Understanding Integers versus elapsed time
- **Exercise 3: Analysing a Schedule**
- Utilising Critical Path and Free Float effectively by understanding their definitions and calculations
- Considering constraints to your schedule such as dates and external pressures

Scheduling Uncertainty

- Understanding the confidence level of your schedule
- Exploring possible what-if scenarios and how to handle them
- Calculating the 'expected time' of your project using PERT and Monte Carlo calculations
- Realising the importance of introducing buffers and contingency on your project
- **Exercise 4: PERT Calculations**
- Considering logic and duration issues
- Exploring additional resources for project schedulers

5:00pm Close of Day One

Lunch, Morning and Afternoon Tea and Arrival Tea and Coffee will be provided

DAY TWO – 9.00 Start

MORNING SESSIONS

Resources and Costs

- What is a resource?
- Reviewing types of resources such as people, equipment, materials, money and work space
- Allocating resources in total and per day, using profiled distribution options
- Resource analysis using aggregation, smoothing and levelling options
- **Exercise 5: Resource level Schedule**
- Resolving resource problems such as difficulties with the schedule, motivation, productivity and schedule compression
- Analysing your cash flow effectively to reduce funding difficulties

Scheduling Techniques & Emerging Methods

- Learning the history of scheduling
- Types of scheduling tool including GUI's, project focus and EPM focus
- How to use Line of Balance, Chainage Charts and Multi-Activity Charts
- **Exercise 6: Developing an LOB Chart**
- Exploring emerging scheduling ideas such as RDM, momentology and complexity

AFTERNOON SESSIONS

Updating the Schedule

- How to gather accurate progress data including start and finish, resource utilisation, costs and percentage of work completed
- Updating the schedule and providing accurate 'status' reports
- **Exercise 7: Updating the Schedule**
- Exploring alternate reporting options such as coding structures and standard report formats
- Reviewing report types such as variance, trend, management and team reports
- What are the roles and responsibilities of the project team?

Maintaining the Schedule

- Considering all aspects of the role of a PMO
- How to manage your data using version control, change management and photo diaries and records
- Assessing your schedule using the PMI Practice Standard for Scheduling
- Minimising disputes utilising the 'Delay and Disruption Protocol' and the new CIOB 'Guide'
- Measuring your progress effectively by exploring the allied processes of Earned Value, Earned Schedule and others

5:00pm Close of Training Course

www.TonkinCorporation.com

REGISTER TODAY! • Ph: 61 2 9224 6055 • Fax: 61 2 9224 6066 • Email: capricornia@TonkinCorporation.com

VIP Code

5 WAYS TO REGISTER

Phone: 61 2 9224 6055
Fax: 61 2 9224 6066
Email: capricornia@TonkinCorporation.com
Online: www.TonkinCorporation.com
Mail: Tonkin Corporation Pty Limited,
 Level 12, 70 Pitt Street,
 SYDNEY NSW 2000 AUSTRALIA

DATES & VENUES *(Please tick)*

☐ **BRISBANE**

19th & 20th May, 2010
 The Marriott Hotel
 515 Queen Street
Phone: 61 7 3303 8000

☐ **MELBOURNE**

26th & 27th May, 2010
 Grand Chancellor
 131 Lonsdale Street
Phone: 61 3 9656 4115

REGISTRATION FORM – INTRODUCTION TO PROJECT PLANNING & SCHEDULING IN CONSTRUCTION - PRO09

YES, please register me for the above conference.

Today's date

/ /

1
 Name
 Job Title
 Telephone
 Email
 Facsimile

2
 Name
 Job Title
 Telephone
 Email
 Facsimile

3
 Name
 Job Title
 Telephone
 Email
 Facsimile

Company

Postal Address PO Box/Street Address City State Postcode

INVESTMENT <i>(including gst)</i>	REGISTER AND PAY BY:					
	Early Bird Specials					Standard Price
	5 Mar 2010	19 Mar 2010	2 Apr 2010	16 Apr 2010	30 Apr 2010	After 30 Apr 2010
☐ 2 Day Training Course	\$2,399.00	\$2,499.00	\$2,599.00	\$2,699.00	\$2,799.00	\$2,899.00

Please Indicate Venue Selection: ☐ Brisbane ☐ Melbourne

GROUP DISCOUNTS:

Tonkin Corporation recognises the value of learning in Teams. Save money with one of these discounts:

- Register a team of 3-4 - **Save 15%** off the Standard Price
- Register a team of 5-6 - **Save 20%** off the Standard Price
- Register a team of 7+ - **Save 25%** off the Standard Price

*GROUP DISCOUNT: Only one discount scheme applies. Group discount is available off the Standard Price.

PAYMENT METHODS

ABN 72 092 933 894

☐ EFT: Transfer your payments to Tonkin Corporation Pty Limited at
 Commonwealth Bank of Australia BSB 062 000 Account No. 1180 6356.

☐ CHEQUE: Please make out cheque to Tonkin Corporation Pty Limited.
Please quote PRO09 on the cheque.

☐ CREDIT CARD: Please charge my ☐ VISA ☐ *DINERS ☐ MASTERCARD ☐ *AMEX

* A credit card fee of 2.5% will apply for Diners or Amex

in the amount of \$_____

Card No: Expiry Date: /

Cardholder's Name: _____ Signature : _____

Cancellation Policy: Should you be unable to attend, a substitute delegate is always welcome at no extra charge. Alternatively a full refund, less a \$200 service charge (including gst), will be made for cancellations received in writing up to 21 days prior to the event. Regrettably no refunds can be made less than 21 days prior to the event.

RESEARCHED BY



Tonkin Academy is the learning and teaching division of Tonkin Corporation, producing expert quality training seminars on timely topics. Covering all levels of training from 101: Introductory, 201: Intermediate and 301: Advanced, Tonkin Academy workshops guarantee you superior training appropriate to your level of knowledge. Concerned with issues at the forefront of executive and management decision making, Tonkin Academy independently researches and attracts the highest quality trainers to bring delegates excellence in their learning

Tonkin Corporation has taken due care and diligence in selecting qualified professionals as its speakers. The information they offer, howsoever provided, is not produced by Tonkin Corporation and should in no way be regarded as financial or legal advice. Tonkin Corporation accepts no responsibility for reliance on such information and recommends that its clients seek independent, professional advice. Tonkin Corporation is ranked 47 on the *BRW* Fast 100 for 2009.

Tonkin Corporation takes due care and diligence in producing its products. However, given circumstances beyond its control, Tonkin Corporation reserves the right to change any training programme without notice.