Project Time Management Fundamentals Training Course

Professional Development Training Course Outline

Category	Project Management	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Project time management is a critical discipline that ensures projects are completed within approved schedules while optimizing resources, costs, and stakeholder expectations. In today’s fast-paced and results-driven environments, organizations increasingly rely on effective time planning, scheduling techniques, and performance tracking to achieve project success. Project Time Management Fundamentals Training Course provides participants with a solid foundation in project time management principles, tools, and techniques aligned with global best practices such as PMBOK and agile scheduling concepts. Emphasis is placed on practical application, schedule realism, risk-aware planning, and performance control using data-driven approaches.

The course equips participants with the skills to define activities, estimate durations, develop schedules, manage dependencies, and control timelines across diverse project environments. Participants will explore modern scheduling tools, critical path analysis, resource optimization, and schedule risk management while learning how to prevent delays and manage changes effectively. Through structured exercises and real-world case studies, learners will strengthen their ability to deliver projects on time, improve predictability, and enhance organizational project maturity.

Programme Curriculum

Project Time Management Fundamentals Training Course

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Course Objectives

1. Understand core principles and processes of project time management.
2. Apply structured techniques for activity definition and sequencing.
3. Develop realistic project schedules using best-practice frameworks.
4. Estimate activity durations using data-driven and expert-based methods.
5. Apply critical path and network analysis for schedule optimization.
6. Use scheduling tools and software effectively for time planning.
7. Identify and manage schedule risks and constraints proactively.
8. Monitor schedule performance using KPIs and variance analysis.
9. Apply schedule compression techniques to meet tight deadlines.
10. Manage schedule changes and stakeholder expectations effectively.
11. Integrate resource considerations into time management planning.
12. Align project timelines with organizational strategy and governance.
13. Strengthen decision-making through predictive scheduling insights.

Organizational Benefits

- Improved on-time project delivery rates
- Reduced schedule overruns and delays
- Enhanced planning accuracy and predictability
- Better coordination across project teams
- Stronger control of project dependencies and milestones
- Improved use of project scheduling tools and systems
- Increased transparency in project progress reporting
- Better alignment of timelines with business objectives
- Reduced costs associated with poor time management
- Stronger project governance and accountability

Target Audiences

- Project managers and project coordinators
- Program and portfolio management staff
- Engineers and technical project leads

- Operations and planning officers
- PMO professionals and schedulers
- Team leaders and supervisors
- Consultants and project analysts
- Public sector and development project staff

Course Duration: 5 days

Course Modules

Module 1: Fundamentals of Project Time Management

- Overview of project time management concepts and processes
- Relationship between scope, cost, and schedule
- Time management within the project lifecycle
- Common causes of schedule failure
- Roles and responsibilities in schedule management
- Case Study: Schedule failure analysis in an infrastructure project

Module 2: Defining and Sequencing Project Activities

- Techniques for activity identification and breakdown
- Work Breakdown Structure linkage to scheduling
- Logical relationships and dependencies
- Precedence diagramming method
- Milestones and deliverable-based planning
- Case Study: Activity sequencing for a system implementation project

Module 3: Estimating Activity Durations

- Estimation techniques and data sources
- Expert judgment and historical data usage
- Analogous, parametric, and three-point estimating
- Managing uncertainty in time estimates
- Documenting assumptions and constraints
- Case Study: Improving duration estimates in a construction project

Module 4: Developing the Project Schedule

- Schedule development methodologies
- Network diagrams and schedule modeling
- Critical Path Method application
- Resource considerations in scheduling

- Establishing baseline schedules
- Case Study: Building a master schedule for a multi-phase project

Module 5: Schedule Optimization and Compression

- Schedule compression concepts and trade-offs
- Crashing and fast-tracking techniques
- Resource leveling and smoothing
- Managing constraints and bottlenecks
- Evaluating impact of schedule changes
- Case Study: Recovering a delayed project timeline

Module 6: Monitoring and Controlling the Schedule

- Schedule performance measurement techniques
- Earned value and schedule variance analysis
- Progress tracking and forecasting
- Managing delays and corrective actions
- Communicating schedule performance to stakeholders
- Case Study: Schedule control challenges in a donor-funded project

Module 7: Managing Schedule Risks and Changes

- Identifying and assessing schedule risks
- Risk response planning for time-related threats
- Change control processes for schedule updates
- Managing scope creep and its time impact
- Stakeholder engagement during schedule changes
- Case Study: Managing timeline changes in a digital transformation project

Module 8: Tools, Technology, and Best Practices

- Overview of project scheduling software tools
- Using dashboards and visual timelines
- Integrating time management with PMOs
- Agile and hybrid scheduling approaches
- Lessons learned and continuous improvement
- Case Study: Using scheduling tools to improve project delivery performance

Training Methodology

- Instructor-led presentations and guided discussions
- Practical exercises and hands-on scheduling activities
- Group work and collaborative planning sessions
- Case study analysis based on real projects
- Tool demonstrations and applied simulations
- Knowledge assessments and feedback sessions

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.
f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

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