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## COURSE INFORMATION SHEET

### TITLE

## Principles of Planning for Building and Construction

### SHORT DESCRIPTION OF COURSE

This course is aimed at project management professionals in the building and construction industry who are interested in learning how to plan a project. The course is designed to precede a project scheduling software course such as Microsoft Project, Oracle Primavera P6 or Elecosoft (Asta) Powerproject.

### COURSE AIM

The aim of this course is to demonstrate:

- What a project plan is
- Why projects should be planned
- Some generic methods of planning projects
- Why plans are used to control a project.

### COURSE DELIVERY

The course is presented in one day using a PowerPoint presentation and includes a workshops at the end of each module where the students practice preparing a number of planning documents.

### COURSE MATERIAL

Modules include:

- Introduction and Overview of Planning
- Planning to Plan
- Project Breakdown Structures
- Activity Definition
- Activity Sequencing and Critical Path Calculations
- Resource Planning and Analysis
- Finalising the Plan, Baselines, Monitoring and Control
- Scope Changes, Hints and Tips.

The course material consists of :

- A PowerPoint presentation of approximately 80 slides that are available with screen shots in Microsoft format or Primavera format.
- An 80 page course handout with the slides, workshops and explanatory notes.

### ABOUT THE AUTHOR

Paul Harris holds an Honours Degree in Civil Engineering obtained in the UK and is a Certified Cost Engineer through AACEI International, a PRINCE2 Registered Practitioner, an Approved PRINCE2 Trainer and a "Managing Successful Programmes" Registered Practitioner.

He has worked in the project controls industry for a number of years and has assisted many companies in a range of industries to set up and run project controls systems. His Melbourne, Australia based company, Eastwood Harris Pty Ltd, offers project controls consulting and training services world wide with a strong focus on Microsoft Project and Primavera software.

### AUTHOR'S COMMENT

As a project controls consultant I have used a number of planning and scheduling software packages for the management of a range of project types and sizes. The first books I published were user guides/training manuals for Primavera SureTrak®, P3 and® Microsoft Project users. I have gone to write books on a number of other books.

After presenting a number of courses I realized there was a need for a course to teach the Principles of Planning before students tried to learn how to use these project scheduling and control software packages and this course is the result.

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## PRINCIPLES OF PLANNING FOR BUILDING AND CONSTRUCTION



This one day project planning course is designed for project professionals and outlines:

- What a project plan is
- Why projects should be planned
- Some generic methods of planning projects
- Why and how plans are used to control a project



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