

Course No. 2005

Project Scope, Schedule & Cost Management Training Course

PROJECT MANAGEMENT
PROJECT MANAGEMENT & PMO

DURATION

5 Days

DELIVERY

Classroom



Course Overview

The Project Scope, Schedule & Cost Management Training Course provides a comprehensive and practical framework for controlling the three core dimensions of project performance: scope, time, and cost. The programme equips participants with the knowledge and tools required to establish realistic project baselines, manage requirements, develop integrated schedules, control budgets, and maintain alignment between project objectives and available resources.

Participants will explore effective approaches to defining and controlling project scope, developing Work Breakdown Structures (WBS), identifying deliverables, managing requirements, and preventing scope creep. The course also addresses advanced scheduling principles, activity sequencing, dependencies, milestones, resource planning, schedule risk, critical path analysis, and progress measurement.

A strong emphasis is placed on project cost management, including cost estimation, budgeting, cost baselines, cost monitoring, forecasting, variance analysis, and corrective action. Participants will learn how changes in scope and schedule can affect project costs and how to integrate these dimensions into a unified project control framework.

Through practical exercises, case studies, planning simulations, and integrated workshops, participants will develop the ability to build and maintain effective scope, schedule, and cost management systems that support timely delivery, financial control, informed decision-making, and successful project outcomes.

Objectives

- By the end of this training course, participants will be able to:
- Define project scope, boundaries, deliverables, assumptions, and constraints with greater precision.
- Develop structured Work Breakdown Structures (WBS) aligned with project objectives and deliverables.
- Establish effective requirements management and scope control processes.
- Identify and control scope changes before they create significant project impacts.
- Develop realistic and integrated project schedules based on activities, dependencies,

milestones, and resources.

- Apply critical path analysis and schedule performance techniques to identify potential delays.
- Improve resource allocation and productivity through effective schedule planning.
- Develop accurate project cost estimates using appropriate estimation techniques.
- Establish project budgets and cost baselines aligned with approved scope and schedule.
- Monitor actual project costs and identify cost variances at an early stage.
- Apply forecasting techniques to estimate project cost and schedule outcomes.
- Analyze the relationship between scope, schedule, resources, and project costs.
- Evaluate the impact of project changes on approved baselines.
- Apply corrective and preventive actions to address scope, schedule, and cost deviations.
- Develop integrated project control dashboards and performance reports.
- Strengthen decision-making through reliable project performance information and integrated control practices.

Who Should Attend

This course is designed for project managers, project coordinators, project planners, project controls professionals, PMO professionals, project engineers, planning engineers, cost engineers, quantity surveyors, business analysts, and project team members responsible for planning, monitoring, or controlling project performance.

It is also highly relevant to department managers, programme managers, portfolio professionals, procurement and contracts specialists, finance professionals, risk and quality specialists, operations managers, and technical specialists who need to understand how scope, schedule, and cost interact throughout the project lifecycle.

The programme is particularly suitable for professionals working in government entities, ministries, banks and financial institutions, oil and gas, energy, engineering, construction, manufacturing, infrastructure, technology, telecommunications, utilities, healthcare, and large corporate organizations.

Learning Outcomes

- Upon completion of the course, participants will be able to:
- Establish clear and measurable project scope baselines.
- Translate project requirements into structured deliverables and work packages.
- Create WBS structures that support planning, estimating, scheduling, and control.
- Apply practical techniques for identifying, evaluating, and controlling scope changes.
- Build logical project schedules with appropriate activity relationships and milestones.
- Identify critical activities and schedule constraints that may affect project completion.
- Assess schedule performance and identify emerging delays.
- Develop project cost estimates and structured project budgets.
- Establish reliable cost baselines for project monitoring and control.
- Track planned versus actual expenditure throughout project execution.
- Apply variance analysis to identify the causes of cost and schedule deviations.
- Develop realistic forecasts for project completion dates and final costs.
- Evaluate the effects of scope changes on project time and financial performance.
- Coordinate scope, schedule, resource, and cost information within an integrated control framework.
- Prepare meaningful project performance reports for management and decision makers.
- Develop an integrated scope, schedule, and cost control approach for a real or simulated project.

Course Outline

DAY 01

Project Scope Management and Requirements Definition

- Project objectives, deliverables, boundaries, assumptions, and constraints
- Scope management principles and lifecycle
- Stakeholder requirements and requirements documentation
- Scope definition and validation
- Work Breakdown Structure (WBS) development
- Work packages, control accounts, and scope baselines

DAY 01 — CONTINUED

- Managing scope boundaries and preventing scope creep

PRACTICAL EXERCISE

Developing a project scope baseline and WBS

DAY 02

Project Scheduling and Time Management

- Principles of effective project scheduling
- Activity identification and sequencing
- Logical relationships and dependencies
- Milestones and schedule structure
- Estimating activity durations
- Resource considerations in schedule development
- Critical Path Method and schedule analysis
- Schedule constraints, float, and potential delays

PRACTICAL EXERCISE

Developing and analyzing an integrated project schedule

DAY 03

Project Cost Estimation, Budgeting and Cost Baselines

- Principles of project cost management
- Cost estimation methods and assumptions
- Direct and indirect project costs
- Resource-based cost estimation
- Developing project budgets
- Cost aggregation and budget allocation
- Establishing the cost baseline
- Contingency, management reserves, and cost uncertainty

DAY 03 — CONTINUED

PRACTICAL EXERCISE

Developing a project cost estimate and approved cost baseline

DAY 04**Integrated Scope, Schedule & Cost Control**

- Linking scope, schedule, resources, and cost
- Baseline management and performance measurement
- Planned versus actual performance
- Cost and schedule variance analysis
- Forecasting project completion costs and dates
- Change impact assessment and integrated change control
- Corrective and preventive actions
- Project reporting, dashboards, and management information

PRACTICAL EXERCISE

Analyzing project performance and developing recovery actions

DAY 05**Advanced Project Controls and Performance Optimization**

- Integrated project control frameworks
- Early warning indicators for scope, schedule, and cost problems
- Managing project deviations and recovery strategies
- Scenario analysis and what-if planning
- Improving forecasting accuracy and decision quality
- Management reporting and executive-level project insights
- Governance, accountability, and control responsibilities
- Continuous improvement in project planning and control

DAY 05 — CONTINUED

- Final Integrated Workshop: Developing a complete Scope, Schedule & Cost Management Plan for a project

Register or Request More Information

Course page: <https://quest-training.com/courses/project-scope-schedule-cost-management-training-course>

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