Soft skills

Planning a Project or an Activity

One day to turn an objective into a realistic schedule, then stick to it. Breaking down the work, estimating durations, sequencing, milestones, resources, buffers: each step is applied to a project or an activity you bring, from moving a production line to opening a depot or launching a range. You leave with a Gantt-type schedule and a routine for tracking progress.

Duration : 1 day

Objectives

1. Break a project or an activity down into manageable work packages and tasks
2. Estimate durations and workloads, and identify dependencies between tasks
3. Build a readable schedule with milestones, critical path and buffers
4. Assign resources and spot overloads before they occur
5. Track progress and replan without losing sight of the final deadline

Programme

Day 1 — morning

• Project or recurring activity: what changes in the way you plan

• Framing before planning: objective, scope, deliverables, deadline, constraints

• Breaking the work down into work packages and tasks

• Estimating durations: experience, analogy, low and high range

Day 1 — afternoon (workshop)

• Dependencies, critical path and milestones; reading a Gantt chart

• Resource assignment and workload levelling

• Tracking progress: weekly review, progress indicator, replanning

• Workshop: the schedule of your project on a spreadsheet or on paper, then knowledge test

Teaching methods

• A running project brought by each participant

• Sub-group breakdown of a shared case: moving stock to a new warehouse

• Schedule built on a spreadsheet or on paper, with no specialist software imposed

• Simulation of a delay and the replanning that follows

• Framing checklist handed out at the end of the session

Assessment and documents

Knowledge test and review of the schedule built in the workshop. Follow-up evaluation at D+1, numbered training certificate verifiable online, training report handed to the company.

Bilingual materials for every participant; each classroom course comes with its digital twin on OmniLearn.

Good to know

For an innovation project, see "Leading Innovation: From Idea to Rollout". For the day-to-day organisation of a department, see "Organising Your Work and Resources".

Practical information

Duration	1 day
Audience	Managers, engineers, occasional project managers, quality, methods or logistics managers
Prerequisites	No prerequisites; bring a project or an activity to plan
Group size	Groups of 6 to 12 participants, in-company
Format	In-company, face to face on your site
Language	French, Darija or English; bilingual materials
Funding	OFPPT special training contracts (TFP), GIAC, Maroc PME: we prepare the applications with you, at no extra cost.
Programme customisation	Programme adapted to your procedures, your equipment and your audience

Frequently asked questions

Do I need to know project management software?
No. The method is taught on a spreadsheet or on paper; it can then be applied to the tool of your choice, including software already used in the company.

Who is this training for?
People who run projects without being professional project managers: managers, engineers, quality, methods or logistics managers. An experienced project manager will mostly find a refresher.

How does it differ from "Organising Your Work and Resources"?
Planning means ordering in time the tasks that lead to a dated result. Organising your activity means spreading a current, recurring workload across the people and means of a department.

Can we work on a confidential project?
Yes. The training takes place in your company, with your own staff only, and sensitive elements can be anonymised without harming the exercise.