

Precision meets Expertise.

**Procept**  
ASSOCIATES LTD.



# CERTIFICATE IN PROJECT SCHEDULING AND CONTROLS

## Project Scheduling credentials

The purpose of scheduling is to provide a “roadmap” that represents how and when the project will deliver the products defined in the project scope and by the project team. The dynamic nature of a project’s execution is best served by a tool that allows for *modeling of the plan and analysis due to the impact of progress and unforeseen developments*. By creating a solid schedule at the start of the project, project managers can help curb cost overruns, resource shortages or excessive change requests.

PMI offers their Scheduling Professional (PMI-SP)<sup>®</sup> credential which acknowledges an individual’s role to provide unique expertise on the project team, while recognizing the value this role provides to the field of project management.

AACE International also created the Planning and Scheduling Professional (PSP) credential. The intent is to recognize specialists who meet a demanding set of planning and scheduling criteria by a rigorous examination, experience, education and ethical qualifications. The PSP requirements have been established to reflect the sophistication of individuals in today’s planning and scheduling industry and to fairly measure their knowledge, experience and best management practices. PSP certification will distinguish you as a Planning and Scheduling Professional who has the knowledge and skills that impact the bottom line.

### Some thoughts...

*“Planning and Scheduling Professionals are the creators of the future-today! I know I am working with competent experienced professionals when I see the PSP Certification”*

–Paul E. Makris, PE JD PSP

*“When I say that I’m a planner and scheduler, employers immediately recognize how they could use someone with my skills. Being certified as a Planning and Scheduling Professional will help my employer sell me on proposals and will improve my own marketability when seeking work.”*

–Vera Lovejoy, PSP

We are a registered education partner with PMI



## Instructors



Darya Duma, PEng, PMP, PRINCE2 Practitioner, PSP is a Vice-President with Procept, managing our project management (PM) consulting business, and is Quality Manager responsible for maintaining our ISO 9001 registration. Practice areas include PM methodology design, PM software implementation, and course design and delivery. Darya has been a member of the PMI REP Advisory Board, and is part of an ISO committee for a new PM standard. She is Program Director for our 10-day Mechanical Contracting Project Management course at University of Waterloo, and she instructs our courses at several universities. Her corporate customers include Canada’s two largest nuclear electricity generators. She was a practicing Project Manager for over 10 years, with extensive international experience, including developing national and international standards for CSA and ISO, and managing elevator installations for a mechanical contractor.



Ralph Kuhn, PEng PMP PMI-SP is a Senior Consultant at Procept. Ralph played integral parts in planning and tracking two of Canada’s most significant financial mergers. His public sector experience includes planning and scheduling a number of hospital and university projects. Ralph’s passion for practical solutions adding

real business value, motivated him to share these techniques as an instructor in the MBA program at the Schulich School of Business at York University. His war stories (sometimes battling the establishment) combined with carefully vetted academic theory, was especially appreciated by the mature MBA students, over a seven year period. In 2008 Ralph added the PMI Scheduling Professional credential to his resume, when he was one of the first in Canada to qualify and pass the original exam. As well as being designated as a PMP and a PMI-SP, Ralph is a Professional Engineer.

## CONTACT US

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## Procept Certificate in Project Scheduling and Controls

Procept's Certificate in Project Scheduling and Controls is a ground-breaking program that will set you apart from the crowd in the project scheduling profession.

- Are your deliverables consistently late?
- How good are your estimates?

First, get a core understanding of the fundamental concepts in project management and a scheduling software package, and then learn how to create and use one of the most valuable project management tools: a project schedule.

It's a first of its kind certificate program in North America based on two leading complimentary project scheduling frameworks (PMI & AACE). It is appropriate for those seeking to obtain their professional credential in planning and scheduling, either PMI-SP® (PMI's Scheduling Professional) or AACE's PSP (AACE International's Planning & Scheduling Professional) credentials.

We continue our tradition of experiential learning, with hands-on exercises, in which participants will use a "live" project to create a project schedule, update it, track it, manage it, and report on its performance.

Our instructors are seasoned project scheduling professionals, who have experience in a wide variety of industries and with a number of scheduling software packages. Examples used will include construction, IT, and telecommunications. In addition to scheduling theory, practitioners' tips and tricks will be demonstrated.

### Program highlights

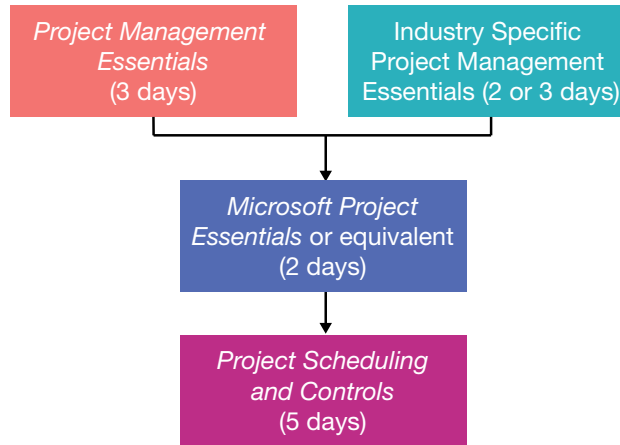
- First program in North America aligned with PMI and AACE scheduling frameworks
- Experiential learning and hands-on exercises
- Live Project Simulation
- Examples from Construction, IT, and Telecommunications
- Scheduling Practitioners' tips and tricks
- Learn from seasoned scheduling professionals
- Preparation for PMI-SP and AACE-PSP designations

### Program details

- Choose between *Project Management Essentials* (2- or 3-day version) or one of our industry specific Project Management Essentials courses

- Complete *Microsoft Project Essentials* (2 days) or provide proof of a similar scheduling course (such as a Primavera users course)
- Complete the *Project Scheduling and Controls* (5 days) course with a minimum of 60% pass grade combined from assignments and the examination. This course is offered in two stand alone parts:
  - Part 1: *Project Scheduling & Controls Essentials* (3 days)
  - Part 2: *Advanced Project Scheduling & Controls* (2 days)

### The certificate breakdown



### Course descriptions

#### Project Management Essentials (3 days)

This fundamental level course is designed to give new project managers and project team members the essential tools they need to deliver successful projects. This course utilizes a simple project that is developed through the complete project lifecycle, from initial project concept and definition, through project implementation, and finally to the often neglected project completion phase. You can also take the industry-specific versions: 2-day *Project Management Essentials for Contractors*, or 3-day *Project Management Essentials for Construction*.

#### Microsoft Project Essentials (2 days)

This fundamental 2-day course continues to provide you with the hands-on skills to plan and manage project activities using Microsoft® Project. You will learn and practice Microsoft® Project at your own dedicated computer. The scheduling techniques are learned through a series

of progressive exercises which simulate a real project. At the beginning of each exercise, participants load a new project file which contains all the information correctly input from the previous exercise. As a result, those with slower typing skills are not left behind. By completion, participants will have fully defined a project from beginning to end, and will have performed project updates and reporting.

### Project Scheduling & Controls

*Project Scheduling & Controls Essentials* (3 days): This course is for your Project Controls Officers or for those who need to learn how to create and use one of the most valuable project management tools: a project schedule. Defining project success often involves completing on time and on budget, and project budgets are often driven by resource costs and the scheduling of those resources. This 3-day course prepares participants to create realistic schedules, resource load those schedules, and update and track project progress. With this valuable skill, project managers and planners will improve control of their projects.

*Advanced Project Scheduling & Controls* (2 days): This course is for your Project Controls Officers to continue their learning of the intricacies of resource loading and levelling, earned value and schedule risk management. In this 2-day course, participants will manage resource assignments and update and track project progress using earned value management, identify schedule uncertainties, build in defensible schedule contingency, and manage that contingency. With these valuable skills, project managers and planners will have improved control of their projects as they will be able to identify the full effect of the unexpected and the full impact of scope changes on their project schedules.

### Who should attend

This certificate is appropriate for individuals who:

- Want to improve their project controls
- Want to pursue a career in project planning and project controls.
- Want to enhance their resume and marketability in project management.
- Work in a project management environment, in any industry or discipline, and want to increase their scheduling knowledge.
- Want to prepare for the PMI Scheduling Professional®, or the AACE Planning & Scheduling Professional credentials.