

## PLANNING MASTERY: FROM FUNDAMENTALS TO EXPERTISE SYLLABUS

**Level: 2**

**Duration: 12:50**

Course Name	Lessons	Duration
<b>Advanced Estimating</b> <ul style="list-style-type: none"> <li>Learn advanced estimating using norms, historical data, and field surveys</li> <li>Understand how to calculate DFL (Direct Field Labour) and indirect costs</li> </ul>	1	60
<b>Complex Work Package Development</b> <ul style="list-style-type: none"> <li>Explore the difference between basic and complex work packages</li> <li>Learn to develop complex work packages for STO execution</li> </ul>	1	75
<b>Factors in Advanced Planning</b> <ul style="list-style-type: none"> <li>Learn to create logical step-out plans for defined scope of work</li> <li>Understand activity logic and settings to create step-out plans</li> <li>Specify job tools for the work package</li> <li>Understand estimating basis &amp; standards</li> <li>Learn what to estimate to support planning</li> <li>Discover how to estimate cost, duration, time, bill of materials, resources</li> </ul>	2	60
<b>Bringing the Team Together</b> <ul style="list-style-type: none"> <li>Learn about working with operations as a key asset owner</li> <li>Understand operation's contribution to planning</li> <li>Learn about working with engineering &amp; technical as key asset owners</li> <li>Interpreting engineering as mechanical and process contributors</li> <li>Recognize technical as reliability and inspection contributors</li> <li>Learn about working with SCM (Supply Chain Management)</li> <li>Understanding procurement, contracting, expediting</li> <li>Explore how to integrate and support the execution team (routine, STO, MM, CAPEX)</li> <li>Comprehending the core team and their contributing functions</li> </ul>	7	85
<b>Risk Management for Planners</b>	3	60

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<ul style="list-style-type: none"><li>Understand the EHS (Environment, Health, Safety) relationship "</li><li>Basic understanding of risk management</li><li>The risk register</li><li>Risk mitigation and tracking</li><li>Controlling risk and learned opportunities</li><li>Learn advanced QMS (Quality Management System) best practices</li></ul>		
Project Management	2	60
<ul style="list-style-type: none"><li>Learn basic project management for planners</li><li>Learn basic project management for schedulers</li><li>Differentiate between project management &amp; turnarounds</li><li>Understand reporting requirements from maintenance &amp; project planners</li></ul>		
SCM for Planners	3	135
<ul style="list-style-type: none"><li>Explore the materials management process</li><li>Comprehend warehouse, inventory, distribution, and controls</li><li>Discover mtr (mill test reports) and materials quality assurance</li><li>Understand materials preservation &amp; security</li><li>Examine purchasing from a planner's roles &amp; responsibilities</li><li>Learn about goods vs. services</li><li>Gain basic contract management skills</li><li>Grasp the tender &amp; bid process</li><li>Explore the different contract types</li></ul>		
Document Control	3	60
<ul style="list-style-type: none"><li>Understand document control purpose and benefits</li><li>Explore the document control process, security, revisions, and more</li><li>Introduction to digitalized and digitalization of documents</li><li>Discover how to archive engineering, technical, and operations records (digital)</li><li>Comprehend accessing, retrieving, updating, revising, and controlling</li><li>Learn how to archive job packages digitally</li></ul>		
Labs	3	180
<ul style="list-style-type: none"><li>Develop Complex Job Packages (exercise)</li><li>Managing Materials &amp; Spare Parts (exercise)</li><li>Work Density and Congestion (exercise)</li></ul>		

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