PLANNING MASTERY: FROM FUNDAMENTALS TO EXPERTISE SYLLABUS

Level: 3   **Duration:** 14:15

Course Name	Lessons	Duration
Prioritizing Scope ● Understand process to set, prioritize and challenge scope ● Define the maintenance category ● Introduction to RBSR (Risk-Based Scope Review)	1	60
Work Package Libraries ● Learn to design job package libraries (digital)	1	15
Approving Work Packages ● Learn to review and approve job packages prior to execution ● Discover how to review and approve job packages prior to archiving	1	30
Managing Backlog ● Creating backlog ● Controlling backlog ● Measuring backlog	1	60
Planning Workload ● Intro to net capacity calculations ● Understand how to perform net capacity calculations (template/form/tool)	1	60
Materials Strategy ● Develop a materials management strategy ● Understand the strategy workshop methodology and agenda ● Explore best practices for materials management strategy	1	60
MOC ● Discover mOC (management of change) for planners ● Understand the mOC process and responsible managers ● Compare mOC digital vs. manual process	1	60
Risk Management ● Learn to identify, mitigate and control risk	1	60
PSSR Process ● Understanding the PSSR (pre-start-up safety review) process	1	60

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Offsite Facilities • Learn to manage quality on offsite fabrication shops and vendor facilities	1	60
Change Management • Explore change management and continuous improvement for planners	1	60
Program Management • Shift capital project focus (from work package focus to event-level focus) • Differentiate between projects and programs (repeatable) • Oversee various programs	1	45
Data Management • Explore evpm (earned-value performance management) • Discover how to calculate tool time efficiency • Understand kpi (key performance indicators) and dashboards	1	60
Performance Management • Learn the best practices for performance measures for opex and capex	1	60
Value Engineering for Planners • Discover value engineering for planning	1	45
Team Dynamics • Understand team dynamics during execution • Define mobilization/onboarding and demob/offboarding • Address resource conflicts • Explore team dynamics and behavior	1	60