Garnet
Garnet Global Training Center

GGT-PM-115

Project & Contract Management

# MS Project for Planners

MS Project للمخططين

| Duration | Language | Formats | Hours | Level |
|---|---|---|---|---|
| **5 or 10 days** | **English or Arabic** | **Classroom, online, in-house** | **35 / 70** | **Intermediate (practitioner)** |

## Overview

MS Project for Planners focuses on how the work is actually done: the methods, checks and decisions practitioners use every day, illustrated with real cases from the region. Deliver projects on time and budget, and manage contracts without losing value to disputes. You can join a public session in one of 20 cities or live online, in English or Arabic, or bring the course in-house with examples from your own operations.

## What you will be able to do

- Apply the methods and standards of MS Project for Planners to real tasks.
- Avoid the mistakes that most often cause rework or failure.
- Share good practice with your team.
- Use the right tools, checks and calculations step by step.
- Diagnose common problems and identify root causes.

## Who should attend

Project managers, planners, cost engineers, contract and commercial professionals. Practitioners with one to five years of experience benefit most.

## Key topics

- Scope, schedule and cost baselines
- Risk registers and contingency
- Contract forms and obligations
- Change orders and claims
- Stakeholder reporting
- Tools: Primavera, MS Project, dashboards

## Formats and fees

| | |
|---|---|
| 5-day classroom | **USD 4,750** |
| 5-day online | **USD 2,950** |
| 10-day classroom | **USD 8,950** |
| 10-day online | **USD 5,450** |
| In-house | **Quotation per group** |

Fees per participant, excluding VAT.

## Register or ask

**WhatsApp:** +971 56 674 7382

**Email:** info@garnettrainings.com

**Training:** training@garnettrainings.com

**Web:** garnettrainings.com

Sharjah Publishing City Free Zone, Sharjah, UAE

## Certificate

Participants who attend at least 90% of sessions and complete the final assessment receive a certificate of completion stating 35 contact hours (5-day) or 70 contact hours (10-day).

## 5-day outline

### Day 1 MS Project for Planners: principles and standards
- Tools: Primavera, MS Project, dashboards
- Common mistakes and how to avoid them

### Day 2 Methods and tools in practice
- Scope, schedule and cost baselines
- Risk registers and contingency

### Day 3 Diagnosis and problem solving
- Contract forms and obligations
- Regional and international case studies

### Day 4 Quality, safety and documentation
- Change orders and claims
- Checklists and templates to take away

### Day 5 Workshop, assessment and action plan
- Stakeholder reporting
- Group discussion and peer review

## 10-day outline

### Day 1 MS Project for Planners: principles and standards
- Tools: Primavera, MS Project, dashboards
- Common mistakes and how to avoid them

### Day 2 Methods and tools in practice
- Scope, schedule and cost baselines
- Risk registers and contingency

### Day 3 Diagnosis and problem solving
- Contract forms and obligations
- Regional and international case studies

### Day 4 Quality, safety and documentation
- Change orders and claims
- Checklists and templates to take away

### Day 5 Workshop, assessment and action plan
- Stakeholder reporting
- Group discussion and peer review

### Day 6 Advanced techniques and specialist practice
- Complex cases in depth
- Measurement and reporting

### Day 7 Digital tools, data and automation
- Analysis tools and software
- Using AI in this field

### Day 8 Benchmarking against international practice
- Global performance benchmarks
- Hands-on workshop on a workplace challenge

### Day 9 Capstone project
- Analyse a real challenge from your organisation
- Build the solution and implementation plan

### Day 10 Presentations, final assessment and certificates
- Project presentations and review
- Final exam and certificate award

## Schedule 2027–2030

| Dates | Format | City | Language | Fee (USD) |
|---|---|---|---|---|
| 19–30 Jul 2027 | 10-day classroom | Dubai | English | 8,950 |
| 9–13 Aug 2027 | 5-day classroom | Abu Dhabi | Arabic | 4,750 |
| 6–10 Sep 2027 | 5-day classroom | Paris | English | 4,750 |
| 13–17 Dec 2027 | 5-day online | Live online | English | 2,950 |
| 7–11 May 2028 | 5-day classroom | Riyadh | Arabic | 4,750 |
| 6–17 Aug 2028 | 10-day classroom | Doha | Arabic | 8,950 |
| 4–8 Sep 2028 | 5-day classroom | Geneva | English | 4,750 |
| 4–15 Dec 2028 | 10-day online | Live online | English | 5,450 |
| 11–22 Mar 2029 | 10-day classroom | Amman | Arabic | 8,950 |
| 9–13 Apr 2029 | 5-day online | Live online | Arabic | 2,950 |

| Dates | Format | City | Language | Fee (USD) |
|---|---|---|---|---|
| 1–5 Jul 2029 | 5-day classroom | Jeddah | Arabic | 4,750 |
| 16–20 Dec 2029 | 5-day classroom | Manama | Arabic | 4,750 |
| 18–22 Feb 2030 | 5-day classroom | Istanbul | English | 4,750 |
| 1–12 Sep 2030 | 10-day classroom | Muscat | English | 8,950 |
| 3–7 Nov 2030 | 5-day classroom | Riyadh | Arabic | 4,750 |
| 9–20 Dec 2030 | 10-day online | Live online | English | 5,450 |

Customised and in-house versions of this course are available on request. garnettrainings.com/en/customise/