

## CECA New Entrant Development Programme

### Planning and Programming

Trainer - Bob Bilbrough, Robert Bilbrough Associates

#### Module aims

The aim of the module is to provide new entrants with practical planning skills to plan their own time, activities and resources.

#### Module learning outcomes

Learning Outcomes
1. Understand the importance of planning and its links to other management functions
2. Be able to plan and manage your own time
3. Understand the types of documents that are used for project planning.
4. Be able to produce a method statement for the works.
5. Be able to produce a programme for the works.
6. Be able to determine resource requirements for works.

#### Module programme

09:00	Welcome and introduction to the CECA programme
09:30	Introduction to planning
10:00	Planning and organising your own time
10:30	<i>Break</i>
10:45	Preparing a method statement
11:45	Introduction to programming
12:30	<i>Lunch</i>
13:15	Programming exercise
14:15	Resourcing a programme
14:45	<i>Break</i>
15:00	Programme organisation and co-ordination techniques
15:20	Programme control techniques including an exercise
16:00	Programming and 4D BIM
16:15	Module action planning and review
16:30	<i>Module close</i>