



cooperative  
governance

Department:  
Cooperative Governance  
REPUBLIC OF SOUTH AFRICA

MUNICIPAL INFRASTRUCTURE  
SUPPORT AGENT (MISA)



MUNICIPAL INFRASTRUCTURE  
SUPPORT AGENT

Today. Creating a Better Tomorrow

CPD 2 credits (ECSA) / 12 hours (SACPCMP)

# Getting Acquainted with Planning, Scheduling and Programming for Construction Projects

The Municipal Infrastructure Support Agent (MISA) in partnership with SAICE Professional Development & Projects (SAICE-PDP) invites you to attend this 2-day course to **introduce and improve skills** in project planning, scheduling and programming.



## Attend this course and learn about:

- Comprehending Planning
- Understanding the Work Breakdown Structure and the Critical Path
- Creating a Schedule (Programme)
- Prevention and Mitigation of Delays

## Benefits include:

- Participation in an interactive workshop
- Learn from a recognised expert with cross industry experience
- Comprehensive course documentation
- 2 CPD credits (ECSA)
- 12 CPD Core A hours (SACPCMP)

Please note this course is not a Project Management course. This course focuses on how to plan, how to create a work breakdown structure and how to create a programme (Project Schedule). This programme is a major part of the project as it is used for tendering, controlling costs, determining delays and setting a completion date.

## Presenter:

Theuns Eloff BEng (Civil)

## COURSE SCHEDULE

Venue: Loskop Valley Lodge, Limpopo  
Dates: 6-7 November 2023  
Time: 08:30 for 09:00 to 16:30

## REGISTRATION

To register, visit [www.saicepdp.org](http://www.saicepdp.org)  
For more details contact Zan Mlambo:  
Email [zan@saicepdp.org](mailto:zan@saicepdp.org) / Tel: 011 476 4100

## WHO SHOULD ATTEND

The course helps municipal attendees to apply their theoretical training in practice. It is therefore recommended for:

- Project Planners, Project Engineers, Technicians and Technologists
- Project Managers and PMU personnel
- Maintenance Managers
- SCM Practitioners
- Anyone else interested in or involved in planning and scheduling engineering work

## COURSE OUTLINE

### INTRODUCTION

- What is planning, scheduling and programming?
- Why is planning and programming important?
- When do I use it?
- Who should use it?
- Definitions and Terminology

### CONTEXTUAL FRAMEWORK

- Role-players and Project Management
- Contracts: Types, Forms, Documents and Strategies
- Standards, Specifications, Legislation and Regulations

### GENERAL CONCEPTS

- Scope of Work
- Project Definition
- Establishment and P&G's

### PLANNING

- Drawings and Investigations
- Outline Plans and Strategies
- Work Breakdown Structure, Task List
- Activities and Planning Logic
- Obstructions, Unknowns, Risk Minimisation

### PROGRAMMING

- Types of Programming (PERT, Gantt, etc.)
- Critical Path Method (CPM)
- Float, Lag, Lead, TRA, Finish to Finish etc.
- Baseline Programme
- Detailed Programming including Resource Levelling

### CONSTRUCTION PHASE

- Keeping to the Milestones and Programme Revision
- Disruption and Acceleration Claims
- The S-Curve
- Change Management and Fast Tracking
- Cost Control
- Controlling and Ownership of the Float

### COMPLETION

- Practical Completion and Extension of Time
- Penalties
- Close out Report

## WHAT TO BRING TO THE COURSE

- Calculator

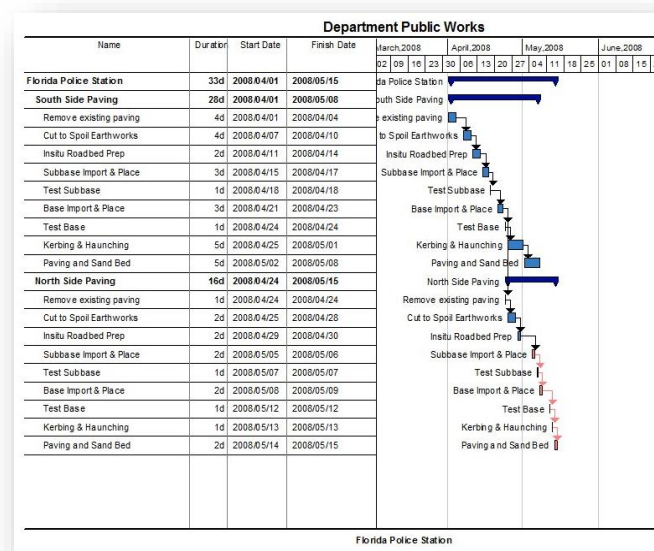
For online courses, it is recommended to have the following installed on your computer:

- MS Excel
- The Zoom app

## ABOUT YOUR FACILITATOR

**Theuns Eloff** completed his BEng (Civil) degree at the Rand Afrikaans University and started his engineering career as a civil contractor. He was involved in the construction, rehabilitation and resurfacing of roads.

Theuns also has extensive experience in major earthworks, construction of dams, open pit mines and contract management.



SAICE-PDP's Municipal Academy was established to support practitioners employed in local government with applying theoretical knowledge and relevant legislation in practice.

**municipal academy**  
the road to service delivery



MISA's mandate is to provide technical support and advice to municipalities, whilst strengthening their capacity, for effective infrastructure planning, delivery, operations and maintenance.