



# Work Package Planning

Also available as Live Virtual Course

**The work planner (Dutch: 'werkvoorbereider') is the important link between the technicians in the field, the schedulers and cost engineers. This makes a career as a work planner both exciting and challenging. For people who want to make the step to become a work planner it is important to have the required skills and knowledge. The Work Planning course is a tailored education program, teaching the techniques and methodologies that make the difference between an excellent and a good work planner.**

## About the course

In the Work Planning course, theory and practical exercises are tightly integrated. This proven education method provides participants with the essential work planner toolbox. In 3 days participants will be guided through the essential aspects of organizations, work processes, work planning reports and many more.

Work planning is performed in different environments, each with its own challenges. That is why the Work Planning course considers capital projects, maintenance and turnarounds in industrial projects. Before learning about the activities of a work planner it is crucial to understand how organizations are managed and organized. Although each organization is different, the work planner is always connected to the technicians in the field, the project schedulers, cost engineers and cost controllers in the company. This leads to a good understanding of the overall dynamics of industrial projects. A work planner works in a multidisciplinary environment. In order to make a solid study of the work scope and activities to be performed, the work planner should have a strong technical understanding of piping, mechanical, electrical and instrumentation disciplines. Part of this course is dedicated to the interpretation of technical scope and translating them into clearly specified work instructions.

The key activities of the work planner are at the heart of this course. Participants will learn the steps leading towards a work planning report. Next to preparing the work scope, this also involves preparing the material take-off (MTO), required permits and possible work changes. Of course, a good work planner can also identify possible project improvements and come up with ideas to increase the cost and time efficiency of the project. At the end of the course, participants will prepare an actual work package and work planning report to get acquainted with the requirements for these documents. In order to successfully complete this task, participants will need to put their newly acquired knowledge to practice.

After following the Work Planning course, participants will be ready to directly apply what they have learnt in real-life. However, Cleopatra Enterprise also offers various opportunities to further specialize and advance in your career. For example, towards senior work planner, cost engineer or project manager.



## Who should attend?

This course is aimed at people with a technical background. The work planning course is suitable for everyone who recently finished a relevant technical education or those who already have some experience as a (senior) work planner but want to grow in their field. Participants should have an MBO+/HBO education level (vocational education / professional education) and typically have the following backgrounds:

- Planners
- (Jr.) Work Planners
- Schedulers
- Discipline Engineers
- O&M Supervisors/Staff

- Skilled Craftsmen
- Foremen
- Etc.

The course content and practical exercises and cases are focused on the process industry. This typically includes petrochemical, onshore/offshore oil & gas, power, mining, pharmaceutical, etc. contract review in their organizations.

## What you will learn

- Scheduling, Budget, Cost Control and Purchasing in the organization
- Project work processes and procedures
- Contracts and tendering
- Scope identification and selection
- Work package: descriptions, activity list
- Preparing MTOs
- Calculate change orders
- Work changes and work permits
- Preparing final documentation

## Course Details



### Course format

#### Classroom course

Classroom course at Cleopatra office in Zwijndrecht, The Netherlands or at a location of your choice.

#### Live virtual course

An online live classroom setting in which you will be able to engage with the instructor and the rest of the learners.



### Duration

The course is divided into 3 sessions on one day each, spread over 6 weeks. Every day will start at 9:00 and end at approximately 17:00.



### Requirements

You will have to have a basic understanding of work planning. No specific educational requirements are defined.



### Language

Course material is in **English**. Lessons are taught in **Dutch** in case all participants speak Dutch.



### Drinks & Lunch Included

Drinks & Lunch Included Drinks & lunch are **included in the price** for the classroom course at Cleopatra Enterprise. All other costs, like travel and accommodation, are not included in the price.



### Location

Cleopatra Enterprise office in **Zwijndrecht, The Netherlands** – easily reachable from Amsterdam Schiphol airport by public transportation. The live virtual course is available online from any location around the world.

Please inquire for the possibilities to follow this course at your location.



### Price

€ 1.785,-

The price is the same for classroom course and live virtual course as Cost Engineering Academy ensures that the quality of the course and the efficiency of participation don't change based on the course format.

## Contact us

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Send us a message for more information or call **+31 (0)78 - 620 0910** to contact us directly.

## Upcoming dates & online registration

For upcoming dates and online registration of this course, please visit <https://www.costengineeringacademy.eu/course-product/work-planning/>