

## Introduction to Planning | 1308

Course Level: Introductory

Course Length: (1) Day Class

Prerequisite: Have an interest in becoming a planner in the petrochemical industry. Some general Microsoft suite skill with emphasis in excel.

A desire for Personal and Professional Improvement

The Introduction to Planning Class is Administered Along with the Intro to Turnaround Scheduling, Project Scheduling, Cost Analysis, and Risk Management. This Approach Allows Students to Make a Clearer Career Path Decision Upon Completion of This (1) Day Class.

### Course Topics

#### Section 01: Introduction to Planning

- Opportunities Beyond the Plan
- Exposure to Planning and Scheduling Programs
- Planner Roles and Responsibilities
- Planning Life Cycle
- The Planners Impact

#### Section 02: Scope Development

- Doghouse Project Overview
- Origins of Work-scope
- Scope Validation / Challenge
- Scope Freeze

#### Section 03: Planning Preparation

- Planner Q&A
- Planners Toolbox
- Planning Premise

#### Section 04: Documentation

- Documentation Sources and Resources
- Inspection Documents
- Engineering Documents

#### Section 05: Field Walk

- Field Walk Checklist
- Field Walk Do's and Don'ts

#### Section 06: Documentation Mark-Ups

- Marking Up Drawings
- Marking Up Picture Templates
- Attaching Marked Up Documents to a Plan

#### Section 07: Plan Estimating and Formats

- (WBS) Work Breakdown Structures
- Planning Specific Equipment
- Estimating Individual Activities
- Planning Formats
- Building an Accurate BOM (Bill of Material)
- Coding Resources, Steps and Other Critical Planning Components
- Planning Effect on Cost and Schedule