



PROJECT SCHEDULING AND TIMELINE

COURSE DESCRIPTION (TGS-2021007326)

This course is targeted at SMEs in the business sectors of retail, hospitality, and services. It aims to develop the learners' ability to understand and apply project scheduling and timeline framework and techniques on business operations to meet targeted deadlines and reduce slacks as well as to improve efficiency and effectiveness on a personal development level.

FOR SELF-SPONSORED		
	Singaporean and SPR between 21-39 years old	Singaporean 40 years old & above
Course Fee before Funding	\$620.00	\$620.00
Course Fee after Funding	\$348.00	\$220.00

FOR COMPANY-SPONSORED		
	SMEs	NON-SMEs
Course Fee before Funding	\$620.00	\$620.00
Course Fee after Funding	\$62.00	\$380.00

*Eligible for Claim Period: 1 Oct 2021 – 31 Dec 2021(Prices will be adjusted from 1Jan2022 onwards.)

Participants need to pass the test to get subsidy

All Singaporeans aged 25 and above can use their \$500 SkillsFuture Credit to pay for a wide range of approved Skills-related courses. Visit the SkillsFuture Credit website (www.skillsfuture.sg/credit) to choose for the courses available on the SkillsFuture Credit course directory.

Contact us at 65679078 or email us at enquiry@trinitycollege.edu.sg to REGISTER NOW

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ENTRY REQUIREMENTS

- ⌚ Aged 21 to 65 years old
- 🗣️ Speak, listen and read English at a proficiency level not lower than WPL (Level 4) and manipulate numbers not lower than WPL (Level 4)

ASSESSMENT

Written Assessment (80 mins)
Practical Assessment (70 mins)
Case Study (60 mins)

Training Duration: 16 HRS (2 DAYS)
Mode of Training: Part Time
Course Fee: \$620

You will receive a Statement of Attainment from SkillsFuture after you pass the assessment.

LEARNING UNITS

LU1:	Introduction to Project Management in Retail
LU2:	Introduction to Project Scheduling
LU3:	Mathematical Analysis
LU4:	Mathematical Analysis of Project Schedule
LU5:	Project Tracking and Reporting
LU6:	Project Management Software
LU7:	Understand Delegation and Accountability
LU8:	Attend project meetings more appropriately and effectively on deliverables
LU9:	Set up Rituals to provide more time for project
LU10:	Plan and set timeline objectives to improve personal & organizational effectiveness



TRINITY INTERNATIONAL COLLEGE

BLK 135 JURONG GATEWAY ROAD, #04-343,
SINGAPORE 600135

<https://www.trinitycollege.edu.sg/>
tel: +65 6567 9078
email: enquiry@trinitycollege.edu.sg

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