



Project Management: Planning and Scheduling

Description: In order for a project to succeed a realistic and detailed plan must be developed and implemented. This course provides an understanding of proven techniques for building a schedule, tracking performance against the schedule, and reporting the project progress. This course emphasizes a hands on approach to schedule development and tracking providing tips, tricks, and templates for the student to take back to the workplace. Upon successful completion of this course, students will be able to:

- Plan a project and its parameters, including its scope, requirements, resources, and constraints.
- Develop a project schedule and track progress of scheduled activities

Session 1: Project Management Planning and Scheduling Basics

- What is a Project?
- A Projects Life Cycle
- The Role of a Project Manager in Planning and Scheduling Projects

Session 2: Project Planning

- The Triple Constraint – Scope, Time, and Cost
- What does the customer want?
- What can the customer afford?
- How much time is available to complete the project?
- What Really Needs To Be Done?

Session 3: Project Risk

- About Risk
- Risk Inventory
- Reducing Risk

Session 4: The Work Breakdown Structure

- Milestones
- High Level Tasks
- Work Packages
- Work Package Dictionary
- Activity Definition
- Time Estimates
- Resources Requirements
- Cost Estimates
- Contingency Planning
- Budget Development

Session 5: Project Scheduling

- Network Diagrams
- Gantt Charts
- Flow Charts
- Activity Relationships Critical Path
- Method
- Earned Value Management
- Schedule Measurement

Session 5: Project Schedule Communications

- Deriving Information from Data
- Report Distribution
- Team Communications
- Formal Communications
- Informal Communication