



Effective Planning and Scheduling

Description: Have you had employees asking you about effective planning skills and project management, or wondering what's so important about having scheduler training? Knowing how to tackle the big projects is an important skill for any professional, especially those in charge! Effective scheduling management helps bring visions to life without being overwhelmed by all of the things that have to get done. Students learn how to break down projects into more manageable tasks to get things done, as well as how to estimate project duration, resource allocation, risk planning, communication, which software can most help them out, and more! By the end of this course, students will be prepared to create a sustainable project schedule, and be able to update and monitor its progress in the workplace.

Session One: Course Overview

Session Two: Projects and Schedules

Session Three: The Work Breakdown Structure (WBS)

- What is a Work Breakdown Structure?
- The Role of a Work Breakdown Structure
- Creating a WBS
- WBS Formats
- WBS Numbering
- WBS Dictionary
- WBS Exercise

Session Four: Estimating Activity Durations

Session Five: Case Study - Going Camping

- Estimating Case Study

Session Six: Identifying Task Dependencies

- About Task Dependencies
- Dependencies
- Case Study - Trip to New York
- Task Relationships Exercise

Session Seven: Aligning Resources with Activities

- Definitions
- Stages of Resource Scheduling
- Case Study - Planning an Outdoor Concert

Session Eight: Project Planning

- Network Diagrams
- Critical Path Method
- CPM Exercise
- Program Evaluation and Review Technique (PERT)
- Gantt Chart Exercise

Session Nine: Scheduling Software

Session Ten: Uncertainty/Risk Management

- Risk Management Planning
- Pre-Assignment Review

Session Eleven: Communication

- About Communication
- Team Members
- Communication Exercise

Session Twelve: Creating a Viable Schedule

- Creating a Schedule
- Common Scheduling Problems

Session Thirteen: Updating and Monitoring the Schedule

- Schedule Updates
- Large Group Discussion
- Workshop Wrap-Up