Course Outline

Effective Planning and Scheduling

Participants should complete the Intermediate Project Management workshop before this program, or have equivalent knowledge. This class presumes that participants:

- Can specify projects and project management
- Understand a project's life cycle
- Are knowledgeable about the fundamentals of project planning and scheduling
- Understand how to complete a Record of Work or a job charter

This course can teach participants how to:

- Define and create a Work Breakdown Structure
- Identify and comprehend task relationships
- Estimate task durations and decide project duration
- Build a network diagram
- Calculate the critical path of a project
- Utilize the Program Evaluation and Review Technique (PERT) to make estimates
- Plan for risks
- Create a communication strategy
- Effectively allocate project resources
- Update and monitor the job schedule

Course Overview

We start by discussing what's going to occur during the workshop. Students will also have a chance to identify their personal learning goals.

Projects and Schedules

To start, Participants will review what a job is and why schedules are so significant.

The Work Breakdown Structure (WBS)

This session will teach Participants what a Work Breakdown Structure is, what its function is, what formats and numbering may be utilized, and the procedure to create one. Participants will then make their own WBS for taking a camping trip.

Estimating Activity Durations

Next, Participants will receive suggestions on the best way best to estimate the distance of each task and the project.

Camping Case Study

In This session, Participants will do job estimations for their camping trip endeavor.

Identifying Task Dependencies

In This session, Participants will learn key definitions and the four kinds of dependencies. Participants will also complete two exercises to give them a hands-on exercise.

Aligning Resources with Activities

Next, Participants will learn about tools, Resource Breakdown Structures, resource scheduling, and resource leveling. Participants will then complete a case study.

Project Planning

To begin the next day, participants will learn how to create network diagrams, utilize the Critical Path Method and the Program Evaluation and Review Technique (PERT), and create Gantt charts. Participants will undergo the complete Critical Path Method to create a network diagram with earliest and latest start and finish times and slack.

Scheduling Software

In This session, participants will explore the benefits and pitfalls of using project management software.

IUncertainty and Risk Management

Whether We choose to tackle it or not, there's some kind of danger in each project we undertake. This session will give participants a few techniques to control risk.

Communication Strategies

This session will explore the four important elements of any communication and give participants a framework for communication with different project team members. Participants will also complete a communication program.

Creating a Viable Schedule

Each Of the last topics will come together in this section to make a workable schedule. Participants will also brainstorm answers for common scheduling issues.

Updating And Tracking the Schedule

To close the program, participants will obtain some tips on program management.

Course Wrap-Up

At The end of the program, students will have a chance to ask questions and complete an action plan.

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