



Scheduling and Planning

As project managers and team leaders we are well aware of the challenges, in determining project durations. It is a task that is expected of us regularly. This workshop will not reveal a formula for creating a precise schedule because quite simply there isn't one. However, it will cover the factors and fundamental elements that should be considered when developing any type of schedule.

Participants are required to have completed the Intermediate Project Management workshop or possess knowledge prior to attending this course. This course assumes that participants;

- Have the ability to define projects and understand project management.
- Are familiar, with the life cycle of a project.
- Possess knowledge of project planning and scheduling.
- Know how to create a Statement of Work or a project charter.

Course Overview

The initial part of the day will be focused on introducing participants and discussing what will be covered during the workshop. Participants will also have an opportunity to share their learning objectives.

This workshop is designed to assist you in teaching participants the following skills;

- Defining and constructing a Work Breakdown Structure
- Recognizing and comprehending task relationships
- Estimating the duration of tasks and determining project timelines
- Creating a network diagram
- Calculating the path of a project
- Utilizing the Program Evaluation and Review Technique (PERT), for estimation purposes
- Planning for risks
- Developing an effective communication plan
- Efficiently allocating project resources, updating and monitoring project schedules

Introduction to Projects and Schedules;

To commence participants will review the concept of projects. Understand why schedules play a crucial role.

Understanding the Work Breakdown Structure (WBS);

During this session participants will learn about the purpose of a Work Breakdown Structure, its significance, various formatting options, numbering methods as step-by-step instructions on how to create one. Additionally, they will have an opportunity to create their WBS for planning a camping trip.

Estimating Activity Durations;

Participants will be provided with tips on estimating task durations along with overall project completion time.

Camping Case Study;

In this session participants will engage in exercises where they estimate task durations specifically for their camping trip project.

Identifying Task Dependencies;

Participants will gain insight into definitions related to task dependencies. Moreover, they will learn about four types of dependencies in projects. Participants will also have the opportunity to engage in exercises allowing them to gain hands on experience.

Aligning Resources with Activities;

Next participants will delve into the topic of resources, including Resource Breakdown Structures, resource scheduling and resource leveling. To reinforce their understanding participants will then tackle a case study.

Project Planning;

During this session participants will acquire knowledge, on creating network diagrams utilizing the Critical Path Method and Program Evaluation and Review Technique (PERT) as developing Gantt charts. They will actively engage in applying the Critical Path Method by constructing a network diagram with latest start and finish times well as exploring slack.

Scheduling Software;

In this session participants will explore both the advantages and disadvantages of employing project management software.

Uncertainty and Risk Management;

Acknowledging that every project inherently involves some level of risk this session equips participants with strategies for managing uncertainties.

Communication Strategies;

This section focuses on exploring the four elements of communication while providing participants with a framework for effectively communicating with various members of a project team. Additionally, participants will be given an opportunity to complete a communication plan.

Creating a Schedule;

All covered topics converge in this section to facilitate the creation of a practical schedule. Participants will also collaborate to brainstorm solutions, for scheduling challenges.

Updating and Monitoring the Schedule

Finishing up the course participants will be provided with insights, on managing and monitoring schedules.

Concluding the workshop

Towards the end of the course participants will have a chance to seek clarification by asking questions and create a plan.

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