

Gearing You For Growth

Bursaries | **Business Skills** | Coaching and Mentoring | Computer Skills | E-Learning | Learnerships | Skills Development | Virtual Training

Effective Planning And Scheduling

Course Overview

As project managers and leaders, we all know how difficult it can be to accurately determine the duration of a project, yet that is exactly what is expected of us on a regular basis.

This course will not disclose the secret of creating an accurate schedule, because there is not one. It will however provide the factors and fundamental elements that you should consider and address when creating any type of schedule.

Course Objectives

This two-day workshop will teach delegates how to:

- Define and create a Work Breakdown Structure.
- Identify and understand task relationships.
- Estimate task durations and determine project duration.
- Construct a network diagram.
- Calculate the critical path of a project.
- Use the Program Evaluation and Review Technique (PERT) to create estimates.
- Plan for risks.
- Create a communication plan.
- Effectively allocate project resources.
- Update and monitor the project schedule.

Prerequisite

Delegates should complete the Intermediate Project Management workshop prior to this course or have equivalent knowledge. This course presumes that delegates:

- Can define projects and project management.
- Understand a project's life cycle.
- Are familiar with the basics of project planning and scheduling.
- Know how to complete a Statement of Work and/or a project charter.

Target

This course is for anybody who is responsible for planning and scheduling.

Duration

- 1 Day



Course Outline

Projects and Schedules

To begin, delegates will review what a project is and why schedules are so important.

The Work Breakdown Structure (WBS)

This session will teach delegates what a Work Breakdown Structure is, what its role is, what formats and numbering can be used, and the process to create one. Delegates will then create their own WBS for taking a camping trip.

Estimating Activity Durations

Next, delegates will receive tips on how to estimate the length of each task and the project.

Camping Case Study

In this session, delegates will perform task estimations for their camping trip project.

Identifying Task Dependencies

In this session, delegates will learn key definitions and the four types of dependencies. Delegates will also complete two exercises to give them some hands-on practice.

Aligning Resources with Activities

Next, delegates will learn about resources, Resource Breakdown Structures, resource scheduling, and resource levelling. Delegates will then complete a case study.

Project Planning

To begin the second day, delegates will learn how to create network diagrams, use the Critical Path Method and the Program Evaluation and Review Technique (PERT), and create Gantt charts. Delegates will go through the full Critical Path Method to create a network diagram with earliest and latest start and finish times and slack.

Scheduling Software

In this session, delegates will discuss the benefits and disadvantages of using project management software.

Uncertainty and Risk Management

Whether we choose to address it or not, there is some form of risk in every project we undertake. This session will give delegates some ways to manage risk.

Communication Strategies

This session will explore the four key elements of any communication and give delegates a framework for communicating with various project team members. Delegates will also complete a communication plan.

Creating a Viable Schedule

Each of the previous topics will come together in this section to create a workable schedule. Delegates will also brainstorm solutions for common scheduling problems.

Updating and Monitoring the Schedule

To wrap up the course, delegates will receive some tips on schedule management.