Project Planning and Scheduling Techniques

The better we plan, the better we can execute on time and within budget to meet customer expectations and organizational objectives. Discover proven techniques to plan and schedule projects successfully. A project case provides the chance to apply these and other project initiating and planning tools and concepts based on the Project Management Body of Knowledge (PMBOK®).

Who should take this course?

This course is designed for individuals who wish to increase knowledge of industry standards and best practices and for individuals who are new to project management and seek project planning tools and techniques to increase success. This is a required course for the Project Management certificate program.

Course Objectives

- Apply standard tools and techniques to develop a project management plan from an assigned case.
- Recognize the impact of organizational and cultural influences on project planning.
- Discuss the importance of obtaining team member commitment.

Course Details

- Length: 15 hours
- Classroom Type: Lecture
- Prerequisites: Introduction to Project Management.

The above prerequisites are considered to be the basic skills and knowledge needed prior to taking this class. Instructors will assume your readiness for the class materials and will NOT use class time to discuss prerequisite materials.
Course Contents

Apply standard tools and techniques to develop a project management plan from an assigned case.

- Review key elements of a project management plan.
- Refine a project charter and scope statement to clarify the project’s purpose and expected results.
- Explain how to use a stakeholder analysis matrix to determine project interests and influences.
- Practice creating a Work Breakdown Structure (WBS) to an effective level of detail using a checklist.
- Document scope completion criteria using a WBS dictionary.
- Recognize project vs. product deliverables to help identify all project scope.
- Discuss the purpose of a configuration management plan.
- Construct an initial Responsibility Assignment Matrix (RAM) to clarify roles and responsibilities.
- Build a resource loaded project schedule using an activity list, logical relationships, leads and lags, a network diagram, and the Critical Path Method (CPM).
- Discuss the importance of using resource loading techniques to address resource constraints.
- Discuss the importance of using schedule compression techniques to meet date constraints.
- Discuss key considerations for building realistic schedules.
- Calculate a project budget using cost estimating techniques.
- Assess Project Stakeholder Risk Tolerances.
- Determine realistic responses to unacceptable risks using risk management planning tools.
- Discuss procurement steps used to plan for external resource and service needs.
- Practice creating a communications management plan to share information effectively.
- Discuss how to implement project quality using the project management plan.
- Determine the project performance baseline using the defined scope, schedule and costs.
- Explain the purpose of the project notebook.
Course Contents, continued

**Recognize the impact of organizational and cultural influences on project planning.**

- Discuss the importance of aligning with organizational strategy.
- Recognize how organizational structure influences a project manager’s authority.
- Describe how project selection models influence project alignment and priority.
- Discuss how organizational culture, structure and project selection processes influence the PM’s ability to obtain and retain resources.

**Discuss the importance of obtaining team member commitment.**

- Discuss the purpose of a requirements traceability matrix.
- Discuss how communication requirements analysis can help to avoid failure.
- Describe the importance of project reviews and approvals.