

As project managers and leads, 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 workshop will not disclose the secret of creating an accurate schedule, because there isn't one. However, it will provide the factors and fundamental elements that you should consider and address when creating any type of schedule.

It is suggested that students complete the Intermediate Project Management workshop prior to commencing this course. This course presumes that participants:

- 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

Session One: Course Overview

- Learning Objectives

Session Two: Projects and Schedules**Session Three: The Work Breakdown Structure**

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

Session Four: Estimating Activity Durations**Session Five: Camping Case Study****Session Six: Identifying Task Dependencies**

- About Task Dependencies
- Task Dependency Types
- Case Study

Session Seven: Aligning Resources with Activities

- Definitions
- Stages of Resource Scheduling
- Case Study

Session Eight: Project Planning

- Network Diagrams
- Critical Path Method

- Program Evaluation and Review Technique (PERT)
- About Gantt Charts

Session Nine: Scheduling Software**Session Ten: Uncertainty and Risk Management**

- About Risk Management
- Risk Management Planning
- Pre-Assignment Review

Session Eleven: Communication Strategies

- About Communications
- Team Members

Session Twelve: Creating a Viable Schedule

- Creating a Schedule
- Common Scheduling Problems

Session Thirteen: Updating and Monitoring the Schedule

- Schedule Updates
- Case Study