

# Effective Project Schedule Management

## 2 Day Seminar

### OVERVIEW

Effective project schedule management is of critical importance to business and industry today. In this seminar you will learn the fundamentals of project schedule management. You'll find out how you can establish reasonable estimates through the tracking of task execution and how you can implement successful techniques for schedule acceleration. This information-packed seminar addresses the key scheduling management tools you need to make your projects come in on time. You'll learn how to use Project Network Diagrams and Critical Path Method (CPM) Scheduling as well as Gantt, Milestone, and Waterfall charts. You'll discover how to use float/slack; both free and total, to meet your project timeline. You will also learn how to use schedule analysis tools to identify potential opportunities for project compression or acceleration - as well as the pitfalls to avoid in scheduling your projects. The seminar covers the "Best Practices" of project schedule management based upon the Project Management Body of Knowledge (PMBOK®), including practical Earned Value Management techniques. Upon completion, you will have a new set of project management scheduling tools to add to your tool-belt!

Furthermore, attendees will be challenged to put these tools/techniques to practice using a case project and various exercises & scenarios presented throughout this seminar, including application of key tools/techniques using commercially available project management software, namely Microsoft Project®.

*Note: Previous training/experience with Microsoft Project is not a prerequisite for this seminar.*

### WHO SHOULD ATTEND?

Program managers, project managers/leaders, project team members, and others with responsibility for determining and managing project schedule(s). Executive and functional managers of project managers/leaders and those with responsibility for reviewing and approving project plans, including project customers/sponsors, will also benefit from this seminar.

### Seminar Outline

#### **Module 1: Introduction**

- Seminar Instructor
- Seminar Objectives & Outline
- Seminar Attendees

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## **Module 2: Project Planning & Scheduling (P&S)**

- Project Scope Definition
- Work Breakdown Structure (WBS) Technique
- Activity Definition
  - Activity Estimating Techniques
  - Analogous Estimating
  - Expert Judgment
  - Parametric Estimating
  - Program Evaluation & Review Technique (PERT)
- Top-Down P&S Technique
- Bottom-Up P&S Techniques
  - Milestone P&S
  - Gantt/Bar Chart P&S
  - Activity List P&S
  - Sequential Activity P&S
  - Activity Waterfall P&S
  - Resource Allocation P&S
  - Critical Path Method P&S
  - Phase/Toll Gate P&S

## **Module 3: Critical Path Method (CPM) Scheduling**

- Project Network Diagramming
- CPM Calculations
- Critical Path Analysis Techniques
- Schedule Compression Techniques
- Resource Analysis Techniques
- Project Schedule Contingency/Reserve
- Project Schedule Baseline

## **Module 4: Qualitative Risk Management Process**

- Risk Identification
- Risk Analysis
- Risk Response
- Risk Control

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## **Module 5: Project Control**

- Project Communications Plan
- Updating the Project Schedule
  - Activity Progress Reporting
  - Activity Forecast Reporting
- Project Issues & Change Control

## **Module 6: Project Performance Measurement**

- Project Variance/Status Reporting
- Earned Value Management (EVM)

## **Module 7: Closing the Project**

- Project Documentation
- Communicating Lessons Learned

