



Time Management and Scheduling Course Outline

PDU=14

Objectives

- Define project activities and schedule line items
- Understand and implement estimating and resource allocation techniques
- Develop a workable project schedule
- Understand schedule change management procedures
- Conduct a schedule variance analysis
- Create a project schedule in Microsoft Project

Audience

- Professionals seeking advancement in their Business Analysis career
- New Project Managers
- Experienced Project Managers looking to update their skills
- Project team members
- Managers interested in learning about Project Management

Prerequisites

- None

Course Description

The project schedule is one of the most visible pieces of the project plan, and it is the key to keeping a project on track. This course provides proven techniques for effective time management of project stakeholders and introduces methodologies and tools for creating and maintaining project schedules. Through group discussions, workshops and real world examples, participants learn how to establish realistic schedules that use the project team's time effectively.

Duration

2 Days

Agenda

- **Overview**
 - Overview of Project Management
 - Project Time Management
- **Time Management**
 - Managing personal time
 - Road blocks to time management
- **Schedule Planning**
 - How to create a workable schedule
 - Using the Scope WBS in project estimating
 - Activity estimating
 - Activity sequencing
 - Understand the critical path
 - Defining and using project milestones
 - Compressing and optimizing the schedule
 - Project Baselines
- **Execution/Control/Close**



- Measuring schedule progress
- Comparing project progress to baseline
- Variance analysis
- Lessons learned and improving estimating practices

- **Templates**
 - Personal Time Management Log
 - Scope Statement
 - Issues Log
 - Lessons Learned Log

- **Practical Application work sessions**
 - Microsoft Project lab work
 - Entering Activities, estimates and predecessors
 - Defining and allocating resources

- Showing project progress in MS Project