

Project Time Management

Credits 1.4 CEUs / 14 PDUs

2 Days

Course description

Understanding a project's schedule requirements and the time-phasing of project tasks is the backbone of effective project management. This course, compliant with the Project Management Institute's (PMI's®) current Project Management Body of Knowledge (PMBOK®), focuses on the importance of developing an accurate, enforceable project schedule. Participants will be guided through project-schedule development theory and implementation by means of lectures, discussions, and a case study.

Who should attend

This course is primarily designed for project managers, team leaders, and professionals who need in-depth knowledge of how to adequately develop a schedule in today's competitive environment. Individuals taking this course should have at least two years of experience working on project teams.

What you will achieve

- The ability to identify the schedule requirements of any project
- The ability to develop an accurate project schedule, accounting for all project activities, resources needed to complete project activities, and availability of the resources
- The confidence to evaluate and communicate project trade-offs clearly to project sponsors, and the ability to forecast whether a project can be delivered on time and within budget

What you will learn

- Scope definition and the development of an effective Work Breakdown Structure (WBS)
- The relationship between risk and schedule, including how to use schedule contingency
- Activity Definition and Sequencing - determining all activities to complete project work and how they interrelate
- The proper use of Precedence Diagramming Methodology (PDM), Critical Path Methodology, (CPM) and Gantt Charts
- Activity Duration Estimating and Resource Scheduling - the manner in which duration, person effort, and resource availability affect each other, and how to solve resource over-allocation and resource conflicts through leveling

Agenda

Day One

- Course Introduction
- Introduction to Project Time Management
- Activity Definition
- Activity Sequencing

Day Two

- Estimating Activity Resources and Durations
- Schedule Development
- Introduction to Schedule Control