

Planning and Scheduling Projects

Duration

1 day

To get the most out of this course we recommend bringing your project schedule to work on.

The project schedule keeps your project going - communicating the work to be completed, who will perform the work and the time frames in which it is to be done. A solid project schedule will ensure all aspects are properly planned, balancing workloads and keeping people on track.

Depending on the length and complexity of your project your project schedule can range from a simple chronological task list, to a complex array of interrelated tasks and dependencies.

This in depth course will give you the skills to create master project plans, understand the impact of budget and develop a work breakdown structure (WBS) to deliver your projects on time and on budget.

Topics covered

- Techniques to identify and record project requirements
- Using a structured process to estimate project activities
- Tools to estimate task duration
- Developing a work breakdown structure (WBS)
- Use the WBS to create a network diagram
- Identifying the critical path
- Managing contingencies
- Determining if the project will be completed on schedule
- Resource allocation and managing effort
- Forecast and track resource usage

"The key is not what to prioritise what's on your schedule, but to schedule your priorities!

Stephen Covey - Educator, author and businessman