Time Management and Scheduling

Course Summary

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. Time Management and Scheduling 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.

Objectives

At the completion of this course, students will be able to:

- 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

Topics

- Overview
- Time Management
- Developing a Workable Schedule
- Schedule Control

Audience

This course is designed for project managers in the Information Technology industry need to become better project managers.

Prerequisites

There are no prerequisites for this course.

Duration

One and ½ Days

Project Management Institute Registered Education Provider
VBH CONSULTING VBH ASSOCIATE PROVIDER

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Course Outline

I. Overview
- A. Time management and the Project Manager
- B. Schedule management and the Project Management Lifecycle
- C. Schedule management and the System Development Lifecycle

II. Time management
- A. Vital vs. Urgent tasks
- B. Prioritizing tasks
- C. Meetings and time management

III. Developing a workable schedule
- A. Estimating Techniques
- B. Resource planning
- C. Activity sequencing and project networks
- D. Determining the critical path on your project
- E. Resource over-allocation and what to do about it
- F. Working with a fixed end date
- G. Compressing the schedule

IV. Schedule control
- A. Baselining the schedule
- B. How to adjust the schedule based on project performance
- C. Common traps for IT in performance reporting
- D. Project change control
- E. Reporting project variances

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