

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, estimating activities and managing the schedule throughout the project. Attendees will be introduced to methodologies and tools for creating and maintaining project schedules. We will use Microsoft Project as the tool to build and manage a project schedule. Through group discussions, workshops and real world examples, participants learn how to establish realistic schedules that use the project team's time effectively and help the project manager monitor and control the time aspect of the project. Updated for the PMBOK 5th Edition!

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
- Create a project schedule in Microsoft Project

Topics

- Overview
- Time Management
- Schedule Planning
- Execution/Control/Close
- Templates
- Practical Application Work Sessions

Audience

This course is designed for project managers in any industry that need to become better project managers.

Prerequisites

There are no prerequisites for this course.

Duration

Two Days
14 PDUs

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Course Outline

- I. Overview**
 - A. Overview of Project Management
Project Time Management

- II. Time Management**
 - A. Managing personal time
Road blocks to time management

- III. Schedule Planning**
 - A. How to create a workable schedule
 - B. Using the Scope WBS in project estimating
 - C. Activity estimating
 - D. Activity sequencing
 - E. Understand the critical path
 - F. Defining and using project milestones
 - G. Compressing and optimizing the schedule
 - H. Project Baselines

- IV. Execution/Control/Close**
 - A. Measuring schedule progress
 - B. Comparing project progress to baseline
 - C. Variance analysis
 - D. Lessons learned and improving estimating practices

- V. Templates**
 - A. Personal Time Management Log
 - B. Scope Statement
 - C. Issues Log
 - D. Lessons Learned Log

- VI. Practical Application work sessions**
 - A. Microsoft Project lab work
 - 1. Entering Activities, estimates and predecessors
 - 2. Defining and allocating resources
 - 3. Showing project progress in MS Project