BUSINESS & PROFESSIONAL PROGRAMS

Project Planning and Scheduling

A comprehensive project plan and a precise schedule are foundational components of a project. This course will teach students to use planning and scheduling techniques that will establish the course of a project and facilitate moving the project forward. Students will learn to build an accurate, resource driven project schedule and create a realistic budget. In addition, students will prepare project planning documents, and create processes for risk management, change management, and quality control.

Who Should Take This Course?

This course is for students that want to build upon their knowledge of project management basics. Entry level project coordinators, project managers or those desiring a career in project management will benefit from this course. Knowledge of basic project management terminology is needed to understand the course content. Project Planning and Scheduling is a required course in the Project Management Certificate Program.

Course Objectives

- Create a work breakdown structure (WBS).
- Create a network diagram.
- Build a schedule.
- Describe the key concepts in developing a risk management plan.
- Create a project budget.
- Produce the project baseline.
- Create a change management process.
- Create a quality control process.
- Describe the key concepts in creating a communication plan.

Course Details

- Length: 18 hours
- Format: Lecture Classroom
- Class size: Maximum 24 Students
- **Prerequisites**: Principles of Project Management or equivalent experience.

The above prerequisites are considered to be the basic skills and knowledge needed prior to taking this class. Instructors will assume your readiness for the class materials and will NOT use class time to discuss prerequisite materials.

Course Contents

1. Create a work breakdown structure (WBS)
    a. Identify tasks needed to reach project completion
    b. Identify the major work elements for a project
    c. Assign project tasks to each work element
    d. Identify resources necessary to complete each task
    e. Compare project scope to the WBS to assure tasks are focused and complete

2. Create a network diagram
    a. Assign durations to each task in the WBS
    b. Identify task dependencies
    c. Order tasks appropriately
    d. Calculate the critical path

3. Build a schedule
    a. Enter scheduled tasks
    b. Remove non-working dates from the schedule
    c. Allocate available resources to each task
    d. Calculate the date the project will complete
    e. Create the schedule baseline

4. Create a risk management plan
    a. Identify potential project risks
    b. Rank risks on a risk matrix
    c. Determine strategies to prepare for risk
    d. Create a risk register

5. Create a project budget
    a. Identify the costs of all project tasks
    b. Tie costs back to the WBS unique identifier
    c. Calculate the management reserve
    d. Produce the budget baseline

6. Produce the project baseline
    a. Review individual baselines: schedule, scope and cost
    b. Combine individual baselines to create the project baseline
    c. Estimate future project performance

7. Create a change management process
    a. Describe the purpose of a chance management process
    b. Determine who should approve or reject changes
    c. Create a change management log to capture all change requests
    d. Determine how to communicate changes to the customer and project team

8. Create a quality control process
    a. Determine what quality is within a project
    b. Identify a successful project outcome
    c. Create a quality assurance process

9. Create a communication plan
    a. Determine stakeholders
    b. Choose types of reporting methods
    c. Schedule frequency of communication