



WWW.KQEINC.COM

11301 US Highway 301
Thonotosassa, Florida 33592

Telephone: (813) 315-9883
Fax Number: (813) 902-6160

Project Management Planning and Scheduling

Course Specifications

Course length: 2.5 days (20 hours)

Course Description

In order for a project to succeed a realistic and detailed plan must be developed and implemented. This course provides an understanding of proven techniques for building a schedule, tracking performance against the schedule, and reporting the project progress. This course emphasizes a hands on approach to schedule development and tracking providing tips, tricks, and templates for the student to take back to the workplace.

Course Objective: You will become familiar with tools and techniques needed to effectively build a schedule and track progress on scheduled activities

Target Student: This course is intended for a wide range of managers and staff members who need to successfully manage or plan, schedule, and track projects of any size.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- plan a project and its parameters, including its scope, requirements, resources, and constraints.
- Develop a project schedule and track progress of scheduled activities

Course Content

Introduction and Course Overview

Project Management Planning and Scheduling Basics

What is a Project?

A Project's Life Cycle

The Role of a Project Manager in planning and scheduling projects

Project Planning



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The Triple Constraint – Scope, Time, and Cost

What does the customer want?

What can the customer afford?

How much time is available to complete the project?

What Really Needs To Be Done?

Project Risks

About Risks

Risk Inventory

Reducing Risks

The Work Breakdown Structure

Milestones

High Level Tasks

Work Packages

Work Package Dictionary

Activity Definition

Time Estimates

Resources Requirements

Cost Estimates

Contingency Planning

Budget Development

Project Scheduling

Network Diagrams

Gantt Charts

Flow Charts

Activity Relationships

Critical Path Method



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Earned Value Management Schedule Measurement

Project Schedule Communications

Deriving Information from Data

Report Distribution

Team Communications

Formal Communications

Informal Communication