Planning Skills

Description: **Planning Skills** is an intensive workshop that addresses how to successfully develop project schedule options based on business needs. The project schedule represents the Project Team's recommended approach to completing the project to meet those needs.

Developing the project schedule ensures that the Project Manager and Project Leads understand what needs to be done in order to successfully complete the project and the timeframes required for completion. The schedule defines a road map for successful project completion. The goals of scheduling are realism, flexibility, predictability, and communication. The effort spent on developing the schedule directly impacts how smoothly the team is able to implement their plans once work begins on the project. In developing a realistic schedule, the Project Manager must answer these questions:

- What tasks must be done to complete the project?
- What are the dependencies between tasks?
- Who is responsible for each task?
- What resources are required to complete the tasks?
- How long will it take to complete the project?
- Is this project possible, given known parameters?
- What other scheduling options are possible?

There is no one correct way to develop a project schedule, only viable options that can be reviewed with the Project Sponsor. The project manager is the agent of the Project Sponsor. Acting in that role, the Project Manager is responsible for providing viable scheduling options for project completion. If this cannot be done, the reasons why can be clearly described in terms of the schedule, resources, and the scope of the work so that the value of the project can be objectively assessed and the project can be reevaluated.

Duration: 2 days

Learning Objectives:

- Understand what a project schedule represents and how it is used over the course of a project
- Understand how discipline-specific (i.e., information technology, construction, course development) life cycles affect project scheduling
- Understand what the work breakdown structure and how it is applied during scheduling
- Apply task level dependencies
- Set priorities between tasks
- Identify project milestones
- Develop techniques to prevent tasks from being overlooked;
- Understand the difference between fixed duration vs. resource driven scheduling
- Understand how resource planning is used to ensure schedule realism

This two-day workshop is conducted using case studies or the participant's actual projects. Each participant leaves the workshop with a working knowledge of what is required to develop a realistic project schedule.

Suggested Audience: This course has been designed for all individuals within an organization that will need to interact with the project team, from the executive staff to the support staff. It is targeted towards participants that have little or no formal project management training.

Prerequisites: There are no prerequisites for this course. It is helpful if participants come prepared to work on one of their own projects, but this is also not a requirement.

PMBOK® Guide Areas Covered: Participants are eligible for 14 PDUs.

- Scope Management
- Time Management
- Cost Management
- Quality Management
- Human Resource Management
- Communications Management
- Risk Management

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