



Basic Project Planning



TRAINING OPTIONS:

- Online - unaccredited
- Classroom – unaccredited

WHAT WILL YOU RECEIVE?

- ✓ Instruction by an expert facilitator
- ✓ Small, interactive classes
- ✓ Specialized manual and course materials
- ✓ Personalized certificate of completion

Course Outline

OVERVIEW

You will learn about project management planning tools and will plan a case study project from Statement of Work through Work and Resource Breakdown, Scheduling and a completed Project Planning Worksheet.

OUTCOMES

You will learn:

- Understand what is meant by a project
- Distinguish between a Project Charter & Statement of Work (SOW) & use a SOW to begin project planning
- Create a Work Breakdown Structure to determine tasks needed to complete a small project
- Create a project schedule based on project tasks and resources
- Create a Resource Breakdown Structure to determine specific resources needed to complete a small project
- Complete a Project Planning Worksheet to act as a touchstone for project completion

DURATION

9am – 11am (online) OR 9am – 2.30 pm (classroom)