



Project Management Fundamentals

Effective Planning & Scheduling



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

The role of project management often falls to people who did not set out to be project managers. These people are hard-working, organized, and simply good at their jobs.

It's sometimes quite a leap to go from scheduling your own work to scheduling everything for an entire project, but it doesn't have to be overwhelming to know about project management and how the project schedule is done.

This workshop will provide the factors and fundamental elements that you should consider and address when creating any type of schedule.

OUTCOMES

You will learn:

- Define and create a Work Breakdown Structure
- What are projects and schedules
- Identify and understand task relationship

- The Work Breakdown Structure (WBS)
- Estimate task durations and determine project duration
- Identifying task dependencies
- Construct a network diagram
- Aligning resources with activities
- Calculate the critical path of a project & plan for risks
- Project Planning with network diagrams, the Critical Path Method, PERT, and Gantt charts
- Use the Program Evaluation and Review Technique (PERT) to create estimates
- Uncertainty and risk management
- Scheduling software
- Create a communication plan
- Creating a viable schedule
- Effectively allocate project resources, update and monitor the project schedule

CERTIFICATIONS

- Certificate of Attendance (SkillUp)

Note: All certificates are electronically issued.

