

Effective Scheduling

Purpose	<p>This course is designed to promote project success through scheduling best practice. The major objectives are:</p> <ul style="list-style-type: none"> • To ensure project personnel know, and can implement, best practice schedule planning and control • To ensure project personnel know, and can integrate, other areas of project planning and control (e.g. scope, quality, risk, etc.) within the schedule <p>To learn, and use, the functions of Microsoft Project that enable the points above. The material is based upon the Time Management chapter of the Guide to the Project Management Body of Knowledge (<i>PMBOK® Guide</i>).</p>
Duration	1 or 2 days learning and practice using exercises, examples and applicable tools.
Intended Audience	This course is intended for project managers and other significant project delivery stakeholders. It will assume previous project and scheduling experience, but no specific Microsoft Project experience.
Learning outcomes	<p>At the completion of this course, participants will be able to:</p> <ul style="list-style-type: none"> • Analyse the network diagram to maximise project efficiency and compression • Apply options to estimation, including activities with high uncertainty • Integrate schedule and risk management to ensure no “double dipping” • Implement the building blocks required to establish effective schedule controls • Understand the dynamics which impact progress, and delivery, to time, including linear and non-linear modelling • Understand the options to implement objective progress measurement • Communicate project progress clearly and objectively • Identify options for crashing the schedule if the project falls behind • Manage changes to the schedule
Learning environment	Face to face presentation with supporting practical exercises during the course. Project Smart Pty Ltd is a PMI Registered Education Provider (REP).
Course Materials	Notes and exercises are provided.
Special Requirements	Participants should bring a portable computer with MS-Project® installed. The version of the software is not critical but is expected to be 2010 or later.
Hours/PDU Information	The 7 or 14 hours of course effort can contribute to qualifying for Project Management Institute (PMI)® credentials or as 7 or 14 Technical Professional Development Units (PDUs) in maintaining a credential.