Project Planning, Scheduling & Control

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Introduction:

Covering the entire project life cycle, this programme is based on the best practices found in the Project Management Institute's A Guide to the Project Management Body of Knowledge (PMBOK® Guide). In this programme you will learn how to:

- Establish and accomplish goals that are linked directly to stakeholder needs
  Utilize tried and proven project management tools to get the job done on time, within budget and accordance with requirements
  Work through a proactive approach to risk that will give you a clear understanding of both qualitative and quantitative risk analysis.

Training Methodology

Project management knowledge, skills, tools and techniques are taught through case studies, experiential exercises and practical examples that can used immediately to improve your project results.

Methodology

This interactive Training will be highly interactive, with opportunities to advance your opinions and ideas and will include;

- Lectures
- Workshop & Work Presentation
- Case Studies and Practical Exercise
- Videos and General Discussions

Certificate

BTS attendance certificate will be issued to all attendees completing minimum of 80% of the total course duration.

Who Should Attend?

Individuals from all industries, government bodies, non-profit organizations and anyone who are interested in learning techniques for managing projects will find this programmed valuable.
This programmed will be of especial interest to:

- Programmed managers
- project managers
- project team members from Members of Process Improvement Teams
- Administrators responsible for managing projects
- Technical professionals and engineers moving into project leadership

Course Objectives:

- Participants attending the programmed will:

- Establish project goals and objectives that are directly linked to stakeholders' needs
- Develop and use work breakdown structures
- Develop realistic and measurable objectives to ensure positive results
- Estimate project time and costs using proven techniques
- Establish a project control system and monitor progress
- Use a practical, step-by-step process to manage project risk
- Identify threats and opportunities to your project, and weigh their relative value
- Identify and overturn the psychological barriers to risk in stakeholders

Course Outline:

DAY 1 - Foundations of Project Management

- What is a "project"?
- What is project management?
- Managing the triple constraints
- The life cycle of a project
- Who are the stakeholders?

- What are the project manager's responsibilities?
- Project Initiation
- What is the role of senior management?
- The project charter
- Conducting a Needs Assessment
- Project selection considerations
- Benefit/cost ratio
- Present value and net present value
- Management by objectives
- Developing Requirements

DAY 2 - Project Planning

- Scope definition
- Developing the Work Breakdown Structure
- Estimating the work
- Basic rules of estimating
- Types of estimates types and levels of estimating
- Budget
- Definitive
- Top-down vs. bottom-up
- Order of magnitude
- Estimating methodologies
- Identifying costs
- Resources
- Materials
- Direct and indirect costs
- Inclusion of risk
- Time-controlled estimates vs. resource-limited estimates

DAY 3 - Scheduling the work

- Network scheduling
- Validating schedules
- Precedence relationships
- Basic scheduling and network calculations
- Finding the critical path
- Imposed constraints
- The Gantt chart
- Milestones
- Making up time in the Schedule

- Procurement planning
- Communication planning
- Quality planning

DAY 4 - Risk Management Planning

- The Basic Foundations of Risk Management
- Definition and elements of risk
- Types of risk
- Threats and opportunities
- Components of risk management
- Determining risk tolerances
- Risk management Planning
- Risk identification
- Risk qualification
- Risk quantification
- Risk analysis and Prioritization
- Analyzing risks
- Evaluating profitability
- Financial tools and techniques
- Decision trees and expected-value analysis
- Prioritizing risks
- Risk response Planning
- Risk response strategies for threats
- Avoidance
- Mitigation
- Transference
- Acceptance
- Risk response strategies for opportunities
- Pursue
- Enhance
- Ignore
- Risk response control
- Executing the risk strategies
- Contingency plans and workarounds
- Reassessing risk

DAY 5 - Project Implementation

- Project Baselines
- Establishing baselines

- Types of baselines
- The “S” curve (cumulative cost curve)
- Evaluation and Forecasting
- The process of control
- Establishing a monitoring system
- Controlling costs and schedule during the project
- Sunk costs
- Earned value
- Causes of variances
- Project audits
- Dealing With Changes to the Project Plans
- Sources of change
- Screening and evaluating changes
- Updating the project plan
- Communicating change
- Project Closeout
- Scope verification
- Customer acceptance
- Administrative closure
- Contract closeout
- Lessons learned