

Project Planning, Scheduling, and Communications

Length: 1 Day

Summary: Project Planning, Scheduling, and Communications takes a deeper look at these important project management topics, including related technical and soft skills. No project management software is required, however there will be some demonstrations of principles using MS Project.

COURSE CONTENT

EVALUATING AND SELECTING PROJECTS

- Introductions
- Project Evaluation and Selection
- Exercise: Which Project Should We Choose?
- Exercise: Portfolio Beta
- Evaluating and Tracking the Portfolio

TECHNIQUES FOR IMPROVED ESTIMATES

- WBS
- Function Point Analysis
- PERT
- Exercise: PERT Practice
- Exercise: Estimating the Unfamiliar

PROJECT PLANNING

- Overview of Project Planning
- The Knowledge Area of Schedule Management
- Plan Schedule Management

PROJECT SCHEDULING

- Defining Activities and Dependencies
- The Project Critical Path
- Exercise: Create a Network Diagram
- The Project Gantt Chart
- Demonstration: MS Project Gantt Chart
- Introduction to Scheduling in an Agile World

ADJUSTING THE SCHEDULE

- Scheduling and Project Risks
- Optimizing and Fine Tuning the Schedule
- Controlling the Schedule
- Demonstration: Troubleshooting Schedule and Resource Issues with MS Project

PROJECT COMMUNICATIONS

- Stakeholder Identification
- Exercise: Who are the Stakeholders?
- Communications Model
- Building a Stakeholder Friendly Communications Plan
- Exercise: Create a Message Platform
- Exercise: Communications Strategy