

# Project Planning & Scheduling Techniques

## 2 day course

### Objective

The purpose of this course is to introduce delegates to the principles of planning and organising short-term and long-term schedules at personal and team level, by practising the various techniques and disciplines required to promote effective planning and scheduling. The final day of this course explores the different skills and techniques required to influence participants to a project, together with formalising and documenting information.

### Who Should Attend?

All staff involved in estimating, planning and controlling projects

### Learning Outcomes

- Prepare estimates of effort and duration required for the project
- Develop outlined and detailed project plans showing activities, relationships, resources and timescales.
- Agree and implement procedures to monitor the project

### Prerequisites

No prior experience in project management is assumed

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## Course Content:

### Day 1

- Understanding a Project Definition
- Project Characteristics

### Estimating Techniques

- Types of Estimates
- Breakdown of Project Effort by Stage
- Basic Rules for Estimating
- Estimating Task Effort
- Contingencies
- Refining Estimates
- Understanding Soft and Hard Plans
- Allowances and Contingency

### Outline Planning

- Calculating Staff Availability
- Performance Adjustment
- Time Contingency

### Planning Techniques

- Dependency Tables
- Activity Networks
- Time Analysis

### Practical Session

### Day 2

### Resourcing and Task Allocation

- Task Allocation
- Planning Work Programmes
- Resource Planning
- Time Contingency
- Resource Smoothing
- Resourcing Issues

- An Overview of Change Control
- Quality Control Overview

**Progress Control**

- Agreeing the Monitoring Process
  - Collecting Performance Data
  - Producing Control Reports
  - Estimated Completion Date
  - Actioning Control Reports
  - Project Management Reports
  - Progress Reports
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