

# Project Scope and Schedule Management

## Course Overview

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This is a 2-day class

This course provides participants with tools and techniques to help them determine and deliver products, services, and results that meet requirements, expectations, and deadlines. NOTE: This course will earn you 14 PDUs.



## Who Should Attend

This class is intended for PMP's looking to earn PDU's, or for Project Managers looking to learn more about Project Scope and Schedule Management techniques.

## Course Outline

### 1 PROJECT SCOPE AND TIME MANAGEMENT OVERVIEW

- Project Scope Management Overview
- Project Scope Mgt. Processes and Key Outputs
- Project Time Management Overview
- Project Time Mgt. Processes and Key Outputs
- Case Study Selection
- Requirements, Scope, and Negotiations

### 2 PLAN SCOPE AND SCHEDULE MANAGEMENT

- Plan Scope and Schedule Mgt. Overview
- The Scope Management Plan
- The Requirements Management Plan
- The Schedule Management Plan

### 3 COLLECT REQUIREMENTS

- Collect Requirements Overview
- Types of Requirements
- Effective Product/Solution Requirements
- Other Stakeholders and Requirements
- Collect Requirements Techniques
- Voice of the Customer
- Requirements Traceability Matrix

### 4 DEFINE SCOPE

- Define Scope Overview
- Project Scope Statement Sections
- Create a Project Scope Statement

### 5 CREATE WBS

- Create WBS Overview
- WBS by Deliverable
- WBS by Phase
- When to Subdivide a Work Package Further
- Effective WBSs
- General Process for Creating the WBS
- Create a WBS

# Project Scope and Schedule Management

## 6 DEFINE ACTIVITIES

- Define Activities Overview
- Practical Considerations for Defining Activities
- Activities and Steps
- Milestones
- Create Activities and Milestones

## 7 SEQUENCE ACTIVITIES

- Develop Schedule Overview
- Critical Path
- Resource Optimization – Resource Leveling
- Resource Optimization – Resource Smoothing
- Resolve Overallocations
- Critical Chain
- Schedule Compression Techniques

## 8 ESTIMATE ACTIVITY RESOURCES

- Estimate Activity Resources Overview
- Resource Breakdown Structure
- Estimate Activity Resources
- Assign Resources to Activities

## 9 ESTIMATE ACTIVITY DURATIONS

- Estimate Activity Durations Overview
- Expert Judgment
- Ratio Estimating
- Analogous Estimating
- Parametric Estimating
- Forecasting
- Three Point Estimating and PERT Estimating
- Reserves
- Estimate Activity Durations

## 10 DEVELOP SCHEDULE

- Develop Schedule Overview
- Critical Path
- Resource Optimization – Resource Leveling
- Resource Optimization – Resource Smoothing
- Resolve Overallocations
- Critical Chain
- Schedule Compression Techniques

## 11 VALIDATE SCOPE

- Validate Scope Overview
- Verify Scope Best Practices
- Create a Scope Validation Form

# Project Scope and Schedule Management

## 12 CONTROL SCOPE AND SCHEDULE

- Control Scope Overview
- Control Schedule Overview
- Control Scope Best Practices
- Change Control Stakeholders
- Determine Change Control Stakeholders
- Change Control Process
- Change Request Form