

Project Scope and Schedule Management

Course Overview

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.

This is a 2-day class



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

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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

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

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11 VALIDATE SCOPE

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

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