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Course 151: Project Planning Essentials (2-3 days)

Course Description...

The most important contributor to the success of a project is in the planning. This course addresses the creation of the project charter formally authorizing a new project, the strategic planning that links the project to business initiatives and risk assessment necessary to guide the project. It further discusses the formation of the project scope statement and estimation, using Work Breakdown Structure, and other planning tools according to the PMBOK.

Learning Objectives...

- Understand that the amount of planning in a project should be commensurate with the scope of the project
- Plan and define the scope of the produce and the project with written scope statements
- Explore the ten core processes of project planning
- Learn how to define, organize, sequence and control the activities of a project to complete the project objectives
- Create a consistent, coherent document that can be used to guide both project execution and project control
- Examine the tools and techniques of project planning such as Work Breakdown Structure, Activity Dependence Diagrams, Gantt Charts

Who should attend...

Current project managers, those expecting to be project managers, senior management, and anyone interested in getting higher quality results from their projects.

Prerequisites...

An understanding of the basic concepts and principles of project management is desirable.

See next page for a detailed course outline...



Course Outline...

Introduction and Overview

Course Objectives

Unit 1: Primary Planning Processes

- What Is a Project Plan?
 - Essential contents
 - Supporting materials
- The Importance of the Plan
- Who Does the Planning
 - Stakeholder involvement
 - Team involvement
- Project Planning Methodologies
- The Project Charter
- Supporting Detail

Unit 2: Scope Planning

- Initiation
 - Project Justification
- The Written Scope Statement
- Scope Definition
 - Work Breakdown Structure
 - Decomposition
- Scope Verification
- Scope Change Control

Unit 3: Planning the Duration

- Activities
 - Activity definition
 - Activity sequencing
 - Activity Dependencies
 - Network Diagrams
 - Diagramming methods
 - Activity duration estimating
 - Templates
- Schedule Development
 - The resource pool
 - Constraints
 - Real time
 - Gantt Charts
 - Lags and leads
 - Critical Path Method
 - PERT
 - Resource leveling
 - Schedule management plan
 - Performance measurement
 - Schedule control



Unit 4: Planning the Cost

- Resource Planning
 - What do we need?
 - When do we need it?
- Cost Estimating
 - Contract implications
- Cost Budgeting
 - Estimating tools
 - Cost baseline
 - Earned Value Analysis
- Cost Change Control

Unit 5: The Impact of Risk

- Risk Identification
- Risk Assessment
- Risk Management
 - Risk Response Development
 - Risk Response Control
- Dealing with Risk

Unit 6: The Rest of the Planning

- Quality Planning
 - Quality standards
 - Quality Assurance
 - Quality control
- Communications Planning
 - Communications needs
 - Information distribution
 - Performance reporting
 - Planning for closure
- Procurement Planning
- Organizational Planning
 - Project interfaces
 - Organizational interfaces
 - Technical interfaces
 - Interpersonal interfaces
 - Staffing requirements
 - Constraints
 - Stakeholder analysis
 - Roles and responsibility assignments
 - Staffing management plan

Unit 7: Project Integration Management

- Project Plan Development
- Project Plan Execution
 - Guiding project execution
 - Documenting project assumptions
- Overall Change Control