Project Planning for Success

Course Summary

Description

This course is designed for current and potential project managers, as well as key staff working in project oriented fields who are seeking to acquire the essential skills and tools necessary for effective project planning.

Objectives

By the end of this course, participants will be able to:

- Understand The 5 key steps to project planning
- Direct answers to real world planning needs
- How to estimate project deliverables
- To understand the planning competencies as defined in the Project Management Body of Knowledge of the Project Management Institute

Topics

- Introduction
- Scope Definition
- Work Package Planning
- Schedule Planning

- Budget Planning
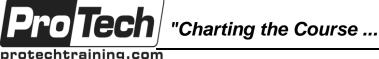- Facilitating Processes
- Completing the Plan

Audience

This course is designed for current and potential project managers, as well as key staff working in project oriented fields who are seeking to acquire the essential skills and tools necessary for effective project planning.

Prerequisites

There are no prerequisites for this course.

Duration

Three days

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Course Outline

I. **Introduction**

II. **Corporate Positioning for Project Management**
   A. Key Concepts and Definitions
   B. Benefits
   C. Project Management & People
   D. Project Lifecycle Concepts
   E. The Matrix Approach
   F. Project Planning & Control Process
   G. Corporate Planning Considerations
   H. Project Management Methodology

III. **Project Level Risk Analysis**

IV. **Risk Management Components**
   A. Identification
   B. Risk planning
   C. Qualitative Assessment
   D. Risk Response
   E. Quantitative Assessment
   F. Risk Discussion Workshop

V. **Project Initiation**
   A. Initiative Identification
   B. Project Definition

VI. **Initial Project Charter**

VII. **Charter Workshop**

VIII. **Key Stakeholder Analysis**

IX. **Discussion Workshop**
   A. Business Case/Feasibility Study

X. **Project Planning**
   A. Scope Definition

XI. **Requirements**

XII. **Updating the Project Charter**

XIII. **Work Breakdown Structures**

XIV. **WBS Dictionary**

XV. **Responsibility List**

XVI. **Workshop: WBS**
   A. Work Package Planning

XVII. **WP Description**

XVIII. **Work Package Activities**

XIX. **Workshop: WP Scoping**
XX.
XXI. **Estimating Resources**

XXII. **Schedule and Budget**

XXIII. **Workshops**

XXIV. **Project Scheduling**
   A. Scheduling Terms
   B. Optimization Process
   C. Creating Critical Path Schedules

XXV. **Scheduling Exercises**
   A. Schedule Impacts

XXVI. **Labor Contingency**

XXVII. **Overhead Loss Time**

XXVIII. **Workshop: Schedule**
   A. Schedule Analysis & Resource Levelling
   B. Shortening the Schedule

XXIX. **Project Budgeting**
   A. Determining Budget Requirements
   B. Project Budget
   C. Performance Budget
   D. Other Budget Types

XXX. **Workshop: Project Budget**

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Course Outline (con't)

XXXI. Facilitating Processes
   A. Stakeholder Management
   B. Risk Management in the Planning Phase
   C. Communications Management in the Planning Phase
   D. Human Resource Management in the Planning Phase
   E. Quality Management in the Planning Phase
   F. Procurement Management in the Planning Phase

XXXII. Completing the Plan
   A. Negotiating Differences
   B. Updating the Project Charter and Obtain Project Plan Approval
   C. Preparing to Implement the Project Plan

XXXIII. Workshop: Completing the Plan
   A. Team Discussion: Project Plan

XXXIV. Conclusions

XXXV. Course Wrap Up