

Number	Course Name	Days	PDU's	Cost
EST	Project Estimating and Scheduling	2	14	\$895

See www.softkeyinc.com/pmu.php for course schedule.

This two day course is designed to teach the student the essentials of estimating and scheduling a project. The course covers everything defining the scope of work to creating the project budget. Students who attend this course will learn techniques to improve the accuracy of project estimates as well as improve the overall schedule. This course also includes techniques for developing the project budget as well as monitoring and controlling both the schedule and budget. Critical Chain techniques are also explored in addition to identifying risk. During the course, students work through case studies to reinforce the concepts. This course is appropriate for the novice and experienced project manager as well as team members who participate in the project process.

Topics:

- ▶ Overview
- ▶ Pitfalls
- ▶ Identifying dependencies
- ▶ Critical path method
- ▶ Optimizing the schedule
- ▶ Developing the baselines
- ▶ The big picture
- ▶ Defining the work
- ▶ The project network
- ▶ Critical chain method
- ▶ The project budget
- ▶ Identifying risk
- ▶ The triple constraint
- ▶ Creating the WBS
- ▶ Estimating techniques
- ▶ Assigning resources
- ▶ Developing reserves
- ▶ Monitoring and Controlling

At the end of this course you will understand:

- ▶ Estimating and scheduling and how it fits into the overall project management picture
- ▶ The triple constraint: Time, Cost, Performance
- ▶ Estimating and scheduling pitfalls and how to avoid them
- ▶ How to define the scope of work and develop the work breakdown structure
- ▶ How to create the project network
- ▶ How to identify dependencies and create a closed network
- ▶ The critical path method and how to develop the critical path
- ▶ The critical chain approach to scheduling a project
- ▶ How to assign and level resources
- ▶ The significance of the project baseline and when to create it
- ▶ How to develop the project budget

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- ◆ How to develop contingency reserves for the project
- ◆ How to identify risk in the schedule and budget
- ◆ Best practices for progress monitoring and cost management

