

# Course Outline | Project Planning, Scheduling, Communicating & Implementing

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3 day(s)

## Overview

The purpose of this course is to introduce delegates to the principles of planning and organising short-term and long-term schedules at personal and team level, by practising the various techniques and disciplines required to promote effective planning and scheduling. The final day of this course explores the different skills and techniques required to influence participants to a project, together with formalising and documenting information.

## Target Student

All staff involved in estimating, planning and controlling projects

## Learning Outcomes

- Prepare estimates of effort and duration required for the project
- Develop outlined and detailed project plans showing activities, relationships, resources and timescales.
- Agree and implement procedures to monitor the project
- Develop and improve listening skills
- Understand and utilise voice projection and variation
- Presenting technical information in a non-technical manner
- Absorb and organise information succinctly

## Prerequisites

No prior experience in project management is assumed

## Course Outline

### General

- Understanding a Project Definition
- Project Characteristics

### Estimating Techniques

- Types of Estimates
- Breakdown of Project Effort by Stage
- Basic Rules for Estimating
- Estimating Task Effort
- Contingencies
- Refining Estimates
- Understanding Soft and Hard Plans
- Allowances and Contingency

### Outline Planning

- Calculating Staff Availability
- Performance Adjustment
- Time Contingency

### Planning Techniques

- Dependency Tables
- Activity Networks
- Time Analysis

### Practical Session Day 2 Resourcing and Task Allocation

- Task Allocation
- Planning Work Programmes

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- Resource Planning
- Time Contingency
- Resource Smoothing
- Resourcing Issues
- An Overview of Change Control
- Quality Control Overview

## Progress Control

- Agreeing the Monitoring Process
- Collecting Performance Data
- Producing Control Reports
- Estimated Completion Date
- Actioning Control Reports
- Project Management Reports
- Progress Reports

## Listening Techniques

- Learning How to Listen
- Interpreting Messages Said

## Speaking Effectively

- Using voice projection, tone and body language to communicate more convincingly
- Learning how to invite and encourage dialogue
- Understanding how to strategically control communication

## Written Communication

- Planning written communication
- Identifying and targeting recipients
- Outlining and structuring reports
- Making written communication clear, effective and concise

## Organising Information

- Outlining written communication
- Creating visual procedural maps
- Summarising received and communicated data

## Summary