



## Advanced Schedule Management - Two-Day Seminar

Program Number: ADGNOF / PDUs: 12

### 1.0 Introduction

- Seminar member introduction and overview of course material

### 2.0 Project Schedule Terminology

- Acquire time management terminology and definitions

### 3.0 Project Schedule Life Cycle

- Discover the tasks involved in each phase of a project

### 4.0 Time Charts

- Master the Gantt / Bar chart
- Understand the advantages and disadvantages of using the above charts
- Learn about network diagrams and the advantages and disadvantages for using them
- Learn how to create a network diagram
- Learn how to use the Arrow Diagram Method (ADM) and Precedence Diagram Method (PDM)

*Group exercise on developing a Gantt chart*

### 5.0 Critical Path Method

- Determine the advantages and disadvantages of using the Critical Path Method (CPM) on your project

*Group exercise on identifying the CPM*

### 6.0 PERT

- Learn Program Evaluation Review Technique (PERT)
- Learn the PERT equation
- Learn the key points to determine when to use PERT

*Group exercise using the PERT equation*

### Course Objectives:

The participants will learn the project manager's role in managing and controlling the project schedule and use of schedule tools.

### Learn How to:

- Apply the critical path method
- Use PERT methodology
- Estimate accurate activity durations
- Apply scheduling terminology
- Apply the project schedule life cycle
- Use network diagram and Gantt charts
- Set up project constraints
- Use the WBS to develop your schedule

### Recommended past experience:

Prior to attending this course, you should have a good understanding of project management

### 7.0 Refine the Project Schedule and Time Constraints

- Practice how to use techniques of crashing, trend analysis, fast tracking, and concurrent engineering
- Learn how to get stakeholder buy-in to the project schedule
- Learn how to identify and evaluate all time constraints

### 8.0 Baseline the Schedule

- Learn why baseline for the project schedule is so important
- How to baseline the project schedule



## 9.0 Monitor and Control the Schedule

- Learn how to use the baseline schedule to monitor and control the project schedule
- Learn how to use the earn value method to keep your project on schedule

*Group exercise on monitoring and controlling a project schedule*

## 10.0 Closeout the Schedule

- Determine how to closeout the project schedule
- Analyze the schedule to determine project performance compared to the baseline schedule
- Learn how to improve the way you develop and manage your next project schedule

*Group exercise on closeout of the project schedule*