



## Planning the Project - One-Day Seminar

Program Number: PMGNOB / PDUs: 6

### 1.0 Introduction

- Introductions and overview of course material

### 2.0 Review the General Project Management Life Cycle

- Define the four phases of the PM life cycle: concept, planning, execution, and closeout

### 3.0 The Project Planning Puzzle and Purposes of the Project Plan

- Understanding and defining the pieces of the project planning puzzle
- Define scope, schedule, resources, costs, contracts, risks, communication, and quality
- Understand why we need a project plan
- Review the Triple Constraints and what they mean

### 4.0 Defining Project Scope

- Requirements and deliverables
- Developing the Work Breakdown Structure (WBS) for a project

*Group exercise on developing a WBS*

### 5.0 Project Schedule

- Develop a project schedule and learn to identify constraints and milestones
- Determine task duration and study Critical Path Methodology (CPM)
- Discover the pros and cons of using a Gantt chart

*Group exercise on developing a schedule*

### 6.0 Project Resources

- Develop the resource responsibility matrix
- Establish employee relations on the project team
- Learn who the stakeholders are on a project

### Course Objectives:

Discover the project manager's role in the planning phase and basic planning tools.

### Learn How to:

- Define the term scope statement and explain its role in the process
- Catalog the elements in the planning phase
- Define the benefits of having a project plan
- Develop a project plan
- Forge a Work Breakdown Structure
- Explain the four methods of arriving at estimates of task duration
- Describe the three fundamental task relationships
- Explain the use of GANNT charts
- Explain and resolve resource over allocations
- Explain the multiple purposes of the Work Breakdown Structure (WBS)
- State the components of the project management information system (PMIS)
- Use the triple constraints to improve management of projects

### 7.0 Project Budget

- Develop project cost estimates using the WBS
- Learn the importance of establishing managerial reserves

### 8.0 Contractual Arrangement

- Develop a statement of contractual arrangements
- Review and evaluate the project contract



## 9.0 Project Risk Assessment

- Learn the seven steps involved in assessing risk
- Discover how to identify possible risks
- Study how to analyze risk impact
- Identify the reports required for managing the project
- Evaluate the project quality

*Group exercise on identifying risk*

## 10.0 Project Reports (Communication)

- Identify the reports required for managing the project

## 11.0 Project Evaluation Methodology (Quality)

- Evaluate the project quality