

## Managing Project Time (Tier 3)



**2 Days** (minimum 6 participants)

### Prerequisites

None, although a course in project management basics is recommended.

### Audience

Current and aspiring project managers, sub-team leaders, and team members. Project clients, sponsors, and other stakeholders may also benefit.

### Description

The goal of project time management is the completion of the project on or before a specific date. The processes comprised in this knowledge area usually take place once in each project lifecycle phase. In addition, although some of these processes are often viewed as one, they are defined and explained separately.

This workshop provides participants with a clear six-step process for managing project time:

- Activity Definition
- Activity Sequencing
- Activity Resource Estimating
- Activity Duration Estimating
- Schedule Development
- Schedule Control

Participants learn practical techniques for each of these steps. Throughout the course the role of the Project Manager in project time management is examined.

### Objectives

Upon successful completion of this course, participants will be able to:

- ✓ Identify specific schedule activities
- ✓ Identify and document dependencies among schedule activities
- ✓ Estimate the type and quantities of resources required to perform each activity
- ✓ Estimate the number of work periods that will be needed to complete individual schedule activities
- ✓ Analyze activity sequences, durations, resource requirements, and schedule constraints to create the project schedule
- ✓ Control changes to the schedule

## Managing Project Time (Tier 3), continued

### **MODULE 1 - Introduction**

- PMI Perspective Overview
- Purpose of Time Management
- SPM Approach
- Time Management Definitions
- Time Management Concepts

### **MODULE 2 - Activity Definition**

- Work Package Worksheet
- Identify Specific Activities
- Create Activity Attributes

### **MODULE 3 - Sequencing**

- Successor and Dependency Types
- Network Diagram
- Precedence Relationships
- Leads and Lags

### **MODULE 4 - Activity Resource Estimating**

- Coordinating with Cost Estimating
- Definitions
- Skills and Resource Analysis
- Generating Quantity Estimates

### **MODULE 5 - Activity Duration Estimating**

- Analogous Estimating
- Parametric Estimating

### **MODULE 6 - Build a Project Schedule**

- Schedule Development
- Critical Path Analysis
- Milestones
- Preliminary Schedule
- Resource Optimization
- Finalize Schedule
- Obtain Approval

### **MODULE 7 - Schedule Execution and Control**

- Schedule Control
- Performance Measurement
- Variance Analysis
- Schedule Comparison Bar Charts

### **MODULE 8 - Summary and Re-cap**

- Review of key points