

## *Putting the Cart After the Horse: Project Scope Definition and Schedule Development*

**Course Code:** 1120

**Course Duration:** 1 day

The root cause of many project problems is inadequate planning. Generally, the problems arise because the scope (the “what?”) and the activities (the “how?”) required to successfully deliver the project were not sufficiently defined. This course teaches you to avoid these problems by giving you hands-on experience with the skills you need to define exactly what you want in a project and how you are going to get it.

**Course Description:** This one-day seminar introduces better practices for scope definition and schedule development. It is structured to facilitate hands-on learning through individual and team exercises. Participants will leave the seminar with a better understanding of key techniques such as activity breakdown, Work Breakdown Structures, network diagramming and critical path method.

### **Topics List:**

- Tips, tricks and tools of the trade
- Identifying and articulating project activities
- Identifying dependencies between activities
- Optimizing project schedule
- Work Breakdown Structure and critical path techniques
- Utilizing “lessons learned”

### **Outline**

1. Introduction
  - a. Key terminology
2. Scope Definition
  - a. Scope management and definition
  - b. Writing a scope statement
  - c. Scope Decomposition: Work Breakdown Structure (WBS)
3. Schedule Development
  - a. Activity definition and breakdown
  - b. Dependency relationships
  - c. Duration estimation
  - d. Network diagramming
  - e. Critical path method

**Who Should Attend:** Project managers, sponsors, team members, resource managers, subject matter experts, executives, senior managers and functional managers.