Aligning Expectations: Effective Project Planning and Estimating

Course Code: 1105   **Course Duration:** 1 day

A project's success is often measured by the team's ability to deliver a defined set of outcomes on time, on budget and on specification. Critical decisions will be made based on the outcomes of your plan. More importantly, however, is the team's ability to successfully manage the expectations of the groups and individuals who have a vested interest in the outcome of the project. In simpler terms, this means that the project team must effectively align the project delivery with expectations of key stakeholders.

Course Description: This one-day session provides project team members and participants with better ways to successfully define, deliver and control the schedule and cost factors of a project with more precision. Through a series of exercises, participants receive hands-on practice using the skills taught in the course.

Topics List:

- Product scope versus project scope
- Work breakdown structure (WBS)
- Scope decomposition
- Schedule development
- Activity definition
- Network diagramming
- Cost estimating
- Cost budgeting

Outline

1. Scope Definition
   a. Project scope management
   b. Using the WBS
2. Schedule Development
   a. Defining activities
   b. Sequencing activities
   c. Estimating activity duration
3. Network Diagramming
   a. Calculating critical path
   b. Calculating float
   c. Schedule compression
4. Cost Estimating
   a. Define types of costs
   b. Estimate cost ranges
   c. Methods for estimating costs
   d. Budgeting

Who Should Attend: Project managers, functional leaders, project leads, executives, resources managers, program managers, supervisors.