



62-64 New Road
Basingstoke
Hampshire
RG21 7PW

Tel: 01256 323223

Fax: 0871 4335592



- Tutor-led training
- e-Learning
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- IT skills
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Planning, Estimating and Scheduling a Project

Introduction

Introduction In order for a Project to achieve its objectives it must be planned fully and effectively. 'Bad planning' is easy to spot with hindsight, but how can the mistakes be prevented beforehand.

Objectives This course will teach the trainees how to build a good plan. The skills of identifying what needs to be done, estimating the size of the tasks and getting them into a practicable schedule are covered in theory and practice.

Designed for Project Managers and people from project support who need to produce practicable plans that will result in successful projects. No prior experience of these skills is expected.

Duration 1 day

Topics **Projects and Plans**

- What's in a Plan

Identification

- Products
- Tasks
- Top-down or Bottom-up

Estimating

- Costs
- Effort
- Time

Scheduling Tasks

- Dependency Networks
- Critical Path Analysis
- PERT Analysis

Scheduling Resources

- Slack
- Availability

Follow-up Working with Risk Introduction – 1 day

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01256 323223

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