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- Tutor-led training
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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

*Imagine what you'll know tomorrow...*

**For more information call**

**01256 323223**

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