

Project Scheduling & Resource Planning

PROJECT MANAGEMENT SERIES

By the end of the course participants will be able to:

- Master project scheduling by using **proven strategy and methods**
- Construct a schedule that takes account of **logical dependencies and resource availability**
- **Estimate the time and resources** needed to carry out the activities in the specified sequence
- Develop a hierarchical framework for **integrating the key planning and control functions** (scope, quality, cost, time, risk) at different levels of management
- Create a **framework** for planning and controlling resource consumption and financial costs
- Determine the **overall risk exposure** and the contribution of individual risks

PMPs are eligible to earn 14 PDUs upon completion of this training

Participants are encouraged to bring their own project documents for possible use in class exercises and discussions

“A **goal** without a plan is just a **wish**.”

Antoine de Saint-Exupéry

Project Scheduling & Resource Planning

Overview:

In the real world, project managers are given the finish date of the project before even having a chance to plan for it. This is a good enough reason why we need to get better at scheduling our projects and planning our finite resources. Project scheduling and resource planning is an essential part of project management. Successful completion of a project is heavily dependent upon effective schedule and resources allocation. A project schedule allows you to complete a project within a specified timeline, a specified budget and specified scope.

This two-day comprehensive course will present concepts and details of scheduling with many components being addressed with detailed explanation and exercises to reinforce the topics. The project schedule is often one of the most visible elements of project management in an organisation. Master methods to ensure your schedules provide valuable information, early warning of potential problems and analysis capability throughout the project life cycle. The PMI PMBoK® global standard used is applicable to the majority of projects no matter which industry sector and level of difficulty.

By attending this programme you will develop the skills needed to plan and develop a realistic and robust project schedule and resource plan. You will learn how to balance the triple constraints in order to maximise stakeholder satisfaction.

Key areas to be covered in the programme and documentation

Day One

Session One

Designing and developing the structure for your schedule

- Designing an effective schedule structure
 - Optimum update cycle
 - Rolling wave planning and schedule density
 - Gateways and phasing / project life cycle
 - Schedule levels
 - Managing multiple schedules
- Using the Activity Network Diagram to sequence the tasks
- Developing a schedule outline to structure the work and responsibilities for managing and delivering the project
- Selecting the types of logic links by understanding the effects of the relationships, with their leads and lags

Exercise: Designing and developing a Network Diagram

Session Two

Evaluating the schedule analysis

- Calculating the critical path using the: Forward Pass, Backward Pass and Float calculations
- Utilising Free Float and Total Float effectively by understanding the definitions and calculations
- Estimating activity duration using Analogous Estimating, Parametric Estimating and Three-point estimate
- Considering constraints such as imposed dates and external constraints to your schedule

Exercise: Analysing schedule and solving schedule issues

Session Three

Scheduling history, uncertainty and risk management

- Exploring "what-if" scenarios and how to handle them
- Testing the confidence levels of your schedule – probabilities of achieving milestones
- Calculating the expected time of completion of projects using PERT and Monte Carlo Simulation
 - PERT Analysis
 - Normal, Beta and Triangular distributions
 - PERT Merge bias
 - Monte Carlo analysis
 - Loops and conditional branches
- Implementing probability and contingency plan to manage and monitor risks
- Inserting time buffers to allow for schedule risk

Exercise: Conducting risk analysis for sample project

Session Four

Effectively planning and managing resources: Analysis and Costs

- Understanding constraints and calendars
- Planning and managing resources: People and equipment, materials and consumable, money and work space
- Managing resource allocation based on availability, constraints and allocations using profiled distribution options
- Achieving the desired resource levelling using aggregation, smoothing and levelling options
- Handling resource problems: Resource schedule and productivity
- Managing cost and improving cash flow to minimize funding and budget issues

Exercise: Planning resources for sample project to anticipate any constraints or cost issues

Testimonials from our past delegates:

"Very competent trainer."
PROJECT DEVELOPMENT HEAD
PT SMART

"Venue is good and presenter is good and well verse in the industry."
PROJECT ENGINEER
PETRON

"Very good experience and very professional."
TECHNICAL MANAGER
SAPURA ENERGY

Project Scheduling & Resource Planning

Turning 'Theory' into 'Practice'

This highly interactive and intensive training course provides attendees with the latest practices, tools and techniques. Our format combines real-world practical case study examples, hypothetical scenarios, group exercises and tutorial-style presentations with a focus on collaborative and interactive learning.

Approximately 50% of class time is devoted to casework and experiential learning. During hands-on exercises and discussions, you are encouraged to bring your own project or casework questions to the training to optimise the learning experience

Day Two

Session One

Implementing resource planning cleverly – effective scheduling and leveling

- Highlighting the business benefits
- Pursuing techniques for resource aggregation
- Embracing different approaches to resource scheduling and balancing

Session Two

Mastering latest scheduling tools techniques and emerging methods

- Software application: Reviewing types of scheduling tool
- Using multi-activity charts
- Exploring emerging methods and ideas
- Using the schedule to gain commitment, motivation and productivity

Session Three

Updating the schedule as an effective reporting tool

- Conducting schedule review and revision
- Status the schedule – gathering and recordings actual
- Updating the schedule by reviewing status and identifying probable actions
- Dealing with variances and delays
- Record keeping and progress updates
- Reviewing appropriate use of different types of reports
 - Management Reports – Milestones and Dashboards
 - Team reports – Bar charts
 - Variance and trend reports
 - Earned Value reports

Session Four

Managing scheduling and allied processes

- Recognising the roles and responsibilities of a PMO
- Managing data using version control, change management and photo diaries and records
- Applying the PMI Standard Practice for Scheduling to assess the rigour of your schedule

Key message summary and closing remarks

Project Scheduling & Resource Planning

Benefits to you

- Benefitting from small class size to enhance learning experience and interaction with trainer and other participants
- Learning from expert facilitator on the subject matter
- Sharing on latest practices, tools and techniques
- Putting theory into practice: Immediate application in the workplace

Who should attend?

This training will be of benefit for Project Managers, Team Leaders, Lead Engineers who are involved with project scheduling and resources planning

Duration of Course:	2 Days
Location & Dates:	Kuala Lumpur 20th & 21st May 2013
Course Code:	KL-GMP3335

Other Project Management Programme in our Portfolio includes:

- Project Performance Monitoring & Control
- Project Budget & Cost Control
- Managing Large & Complex Projects
- Project Risk Management
- Managing Multiple Projects Effectively
- Finance for Project Managers

Programme schedule

Day One & Two

0830	Registration and Coffee
0900	Morning Session Begins
1030	Morning Refreshments and Networking Break
1230	Networking Luncheon
1330	Afternoon Session Begins
1530	Afternoon refreshments and Networking Break
1730	Course concludes

About your trainer

Patrick Weaver PMP, PMI-SP, FAICD, FCIQB

Patrick is the Managing Director of Mosaic Project Services Pty Ltd, an Australian project management consultancy business specialising in project control systems and a PMI endorsed Registered Education Provider; he is also the business manager of Stakeholder Management Pty Ltd. He is a Fellow of the Chartered Institute of Building (FCIOB), a Fellow of the Australian Institute of Company Directors (FAICD), a member of the PMI, APM (UK), and a MAIPM.

Patrick has over forty years experience in the Project Management industry. His career originally focused on the planning and managing of construction, engineering and infrastructure projects initially in the UK and then Australia. The last twenty years has seen his businesses and experience expand to include the successful delivery of project scheduling services and PMOs in a range of government, ICT and business environments; with a strong focus on project management training during the last decade. His consultancy work encompasses: developing and advising on project schedules, developing and presenting project management training courses, managing the development of internal project control systems for client organisations and assisting with dispute resolution and claims management, he is a qualified Arbitrator with IAMA.

In the last few years, Patrick has sought to 'give back' to the industry he has participated in since leaving college by contributing to the development of the project management profession. In addition to his committee roles within CIOB working towards the development of a comprehensive solution to 'time management in complex projects', he has presented papers at a wide range of project management conferences in the USA, Europe, Asia and Australia, has developed a comprehensive free PM web resource and has an on-going role with the PMOZ conference in Australia.

Some of Patrick's project management and training clients:

- Boeing Australia Limited
- BP Australia
- Elanora Sewage Plant
- Engro Asahi Polymer & Chemicals Ltd (Pakistan)
- Inland Oil
- Jubail Export Refinery
- Keppel Cairncross Shipyard Limited
- Mount Isa Mines Ltd
- Oaky Creek Coal
- Qantas Defence Services
- Siemens Ltd
- Somerton Power Station, Melbourne
- Stawell Gold Mine (MPI Mines Ltd)
- Thiess

marcus evans

professional training

Trainers – key to our success!

marcus evans' trainers are leading associate trainers. This ensures that our trainers are the best and most appropriate trainers for each individual course in terms of areas of expertise, training style, commercial industry experience and proven results.

We choose trainers who are specialists in their respective fields and are dedicated to enhancing the skills and knowledge of our delegates through practical, interactive and applicable training.

Training style – making training dynamic!

Our trainers are selected on their ability to inspire, motivate and empower delegates. This is achieved by delivering training that is dynamic and relevant to the day-to-day challenges delegates face in the real world.

All of the training courses offered represent a blend of tried and tested methods as well as the latest tools, techniques, market research, case studies and dynamic ways of thinking.

A maximum of 25 delegates per course in deluxe training venues allows for interactive training through group discussion, role-plays and exercises giving delegates the “how to” applicable and adaptable skills that they can use on returning to work.

Course content – making it relevant!

All delegates complete detailed pre-course questionnaires before the event enabling trainers to tailor course content in order to meet specific delegate needs. Delegate objectives are re-visited before, during and after the event allowing us to focus on outcomes and address any delegate concerns as and when they arise.

Where applicable, our trainers also act as coaches in providing one-to-one advice and feedback both during and after the course. To support your learning, we provide extensive documentation on all courses including, theory, models, exercises, worksheets, case studies, action plans, slides and further reading and reference material.

Course information

Upon receipt of your completed registration form you will receive formal confirmation of your booking. Approximately three weeks before the respective course you will receive all pre-course information including joining instructions, course timings, venue and accommodation information and pre-course questionnaires.

Further information

Please visit www.marcusevanspt-asia.com for further course information and training resources including:

- Course Booking and Administration Notes
- Accommodation Booking Service
- Special Offers and email Updates
- Recommended Reading Materials
- Training Articles and News
- Over 50 Public Course Outlines and In-Company Training Solutions

In-company training solutions

If you have a number of delegates with similar training needs then you may wish to consider having a cost-effective in-company training solution delivered locally or on-site. Courses can be tailored to specific requirements or developed as bespoke solutions. We also deliver activated teambuilding and leadership in-company workshops.

Please contact Sarah Faradilla to discuss further possibilities at +603 2723 6600 or email sarahf@marcusevanskl.com

marcus evans professional training courses combine the latest tools, techniques, market research, case studies and dynamic ways of thinking, delivered by experienced trainers to ensure the skills and knowledge acquired are directly applicable to your organisation.

Research	the latest concepts, tools, techniques and tried and tested methods
Trainers	the highest standard of dynamic trainers with cross-industry experience
Tailored	detailed pre-course questionnaires to address your objectives
Applicability	training relevant to your needs and your workplace
Interactive	limited numbers with group exercises, role-plays and feedback
Action	planning, implementation and follow-up
Documentation	comprehensive supporting notes and further reading materials
Venue	deluxe facilities supporting the training environment