

## Course Description

# Essentials of Project Planning

**What you need to know to feel confident and to be effective as a project leader**

A 2-5 day class for all employees who plan and execute projects



**Essentials of Project Planning.** Deadlines get missed. There's no organized system in place to determine what needs to be done next. It's not clear how much a project will cost or what resources will be needed. There's not a clear time line of what to expect when. Everything takes longer, costs more and doesn't meet expectations when it's done, if it gets done. Essentials of Project Planning offers tried and true techniques to plan and implement anything you want to get done, and keep it on time, on target and within budget. This hands-on course deals with the "prep work" that must be accomplished before any computer project management software can be used. (2-5 days depending on client needs and requirements)

### Course Content

#### **Unit 1: Fundamentals of projects**

- What is a project?
- Why projects fail
- Body of knowledge: what you're getting into
- 9 critical responsibilities of the project coordinator
- Gearing up for the mental task: becoming a whole brain project coordinator
- Project coordinator as a manager and leader

#### **Unit 2: Defining the project**

- Determining the potential value of projects
- The project charter
- Identifying key results (project goals)
- Project scope
- Developing standards and specifications
- Assembling the project team
- The communication plan
- Statement of work

#### **Unit 3: Planning the project**

- Getting yourself organized
- Risk assessment (planning for Murphy)
- Work Breakdown Structure
- Scope of Work Statement
- Identifying work tasks
- Sequencing tasks into the network chart
- Estimating time lines (project duration, early start/finish, late start/finish, float time, and critical path)
- Determining project resource needs
- Project life cycle
- Project scheduling (the Gantt chart )
- Budget estimates

#### **Unit 4: Implementing and monitoring project**

- Maintaining control with management tools
- Change dynamics
- Working with your project team
- Making good project decisions

**Appropriate for all employees, both management and non-management, who are tasked with planning and implementing projects of all kinds and durations.**

#### **Course materials and certificate.**

- Participants receive a detailed 107 page participant guide in a 3-ring binder to contain their additional project notes and worksheets.
- Participants develop a **project in class** resulting in a statement of work, network chart, Gantt chart, communication plan, risk management plan and budget
- Participants receive a colorful certificate of achievement signed by the author and the course instructor as documentation that they satisfactorily completed all aspects of the course.

**MANAGEMENT**™  
*You*

Contact:  
972-762-3955  
information@managementyou.com  
www.managementyou.com