



Scoping and Scheduling Successful Projects Course Outline

Course Overview

Accurately defining project scope is a critical factor of a successful project. Research has shown that substandard requirements and scoping techniques often result in projects exceeding their planned budgets by 200%. Additionally, generating a realistic schedule based on accurate resource and duration estimates troubles even the most the senior project managers. This course, based on PMI®'s *PMBOK® Guide, Sixth Edition*, provides participants with tools and techniques to help them determine and deliver products, services, and results that meet requirements, expectations, and deadlines. This course also includes the *PMBOK® Guide* process Estimate Activity Resources, as identifying and estimating human and physical resources greatly impacts both project scope and schedule.

This course is designed for all project managers and project team leaders. Participants will earn 14 PDU upon completing this course.

Course Details

Class Duration	2 days (14 contact hours)
Course Materials Provided	Student manual and electronic files
Course Price	\$995 per participant. Special group pricing available.
PMI Course Number; PDUs	3446EFCZ0U; 14 PDUs

Prerequisites

Some experience working on projects helpful, but not required.

Instructors

We hand pick our instructors to ensure you receive a top-quality educational experience. Some of our instructors have over 20 years of experience in the field, as well as years of adult education experience. We require that our instructors have a minimum of 10 years of experience in the subject matter they deliver, as well as at least three years of adult education classroom experience. Your training class is only as good as your instructor.

Our founder, Brian Salk, PhD, PMP®, PMI-ACP®, personally hires and trains all of our instructors. Our instructors attend Dr. Brian's intensive train-the-trainer session, designed to help instructors deliver effective, interactive, and informative training sessions that are tailored to the unique learning styles of adult students. Dr. Brian's highly interactive teaching style is based on proven educational theory and over 25 years of practice. He has won the prestigious Worldwide Excellence in Training award four times.

Pinnacle Professional Development, LLC

www.pinnacleprodev.com

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New Baltimore, MI 48047

For sales information, contact Brian Salk, PhD 586-295-2519; brian@pinnacleprodev.com

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Lesson 1: Project Scope and Schedule

Management Overview

- Project Scope Management Overview
- Project Scope Mgt. Processes and Key Outputs
- New Practices and Theories
- Project Schedule Management Overview
- Project Schedule Mgt. Processes and Key Outputs
- New Practices and Theories
- Case Study Selection
- Requirements, Scope, and Negotiations

- Milestones
- Create Activities and Milestones
- Sequence Activities
 - Create a Network Diagram
- Estimate Activity Resources
 - Resource Breakdown Structure
 - Estimate Activity Resources
 - Assign Resources to Activities
- Estimate Activity Durations
 - Expert Judgment
 - Ratio Estimating
 - Analogous Estimating
 - Parametric Estimating
 - Forecasting
 - Three Point Estimating and PERT Estimating
 - Reserves
 - Estimate Activity Durations
- Develop Schedule
 - Critical Path
 - Resource Optimization – Resource Leveling
 - Resource Optimization – Resource Smoothing
 - Resolve Overallocations
 - Critical Chain
 - Schedule Compression Techniques

Lesson 2: Planning Processes

- Planning Processes Overview
- Plan Scope Management
 - The Scope Management Plan
 - The Requirements Management Plan
- Plan Schedule Management
 - The Schedule Management Plan
- Collect Requirements
 - Types of Requirements
 - Effective Product/Solution Requirements
 - Other Stakeholders and Requirements
 - Collect Requirements Techniques
 - Voice of the Customer
 - Requirements Traceability Matrix
- Define Scope
 - Project Scope Statement Sections
 - Create a Project Scope Statement
- Create WBS
 - WBS by Deliverable
 - WBS by Phase
 - When to Subdivide a Work Package Further
 - Effective WBSs
 - General Process for Creating the WBS
 - Create a WBS
- Define Activities
 - Practical Considerations for Defining Activities
 - Activities and Steps

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Lesson 3: Monitoring and Controlling Processes

- Validate Scope
 - Verify Scope Best Practices
 - Create a Scope Validation Form
- Control Scope
 - Control Scope Best Practices
 - Change Control Stakeholders
 - Determine Change Control Stakeholders
 - Scope Change Control Process
 - Change Request Form
- Control Schedule
 - Control Schedule Best Practices



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