SCHEDULING PROFESSIONAL (PMI-SP)® CERTIFICATION EXAM PREPARATION

Scheduling Professional (PMI-SP) ® Certification Exam Preparation

Class Length: 5 Days

Contact Hours : 25

Category: Project Management

Program Objectives:
By the end of the program, participants will be able to:

- Prepare to pass the (PMI-SP)® Exam
- Construct project network diagrams to identify the sequence of work
- Calculate Critical Path to determine the project duration
- Effectively assign resources to build a realistic baseline schedule
- Perform schedule analysis and recommend corrective actions to keep the project on track
- Build readable and reliable project reports to keep stakeholders informed on progress

Program Outline/Seminar Contents:

Introduction

- Identifying key issues in successful scheduling
- Analyzing your scheduling approach
- Delivering a project

Building the Project Network Diagram
Identifying the work

- Deriving information from project scope and constraints
- Identifying manageable activities
- Building a deliverable-oriented WBS that defines the scope of the project
- Translating a WBS into an activity list

Establishing a sequence

- Choosing a scheduling method: CPM or critical chain
- Developing a schedule model
- Defining precedence relationships
- Establishing dependencies
- Determining lead and lag times

Developing Robust Schedule Estimates
Choosing the right estimating techniques

- Differentiating between estimating approaches
- Allocating resources effectively: resource aggregation, leveling and smoothing
- Addressing resource constraints: rescheduling and resourcing strategies
- Creating a baseline schedule

Controlling the Schedule
Developing scheduling procedures

- Establishing procedures for maintaining and updating the project schedule
- Evaluating the schedule against the Schedule Conformance Index
- Defining the frequency and sources of activity status reports

Updating and maintaining the plan

- Collecting activity status from activity owners
- Recording actual durations
- Updating the project schedule and the project resource pool

Communicating with Stakeholders
Identifying reporting needs

- Interfacing project information with organizational reporting needs
- Explaining the difference between effort and duration

Dealing with uncertainty

- Estimating for activity duration
- Differentiating between duration and resource usage
- Factoring in productivity to determine true duration

Integrating the Schedule and Critical Path
Computing the Critical Path

- Conducting a forward and a backward pass through the network diagram to determine activity start and end times
- Deriving float to identify areas of flexibility in the schedule
- Calculating the critical, near-critical, and noncritical path

Creating Gantt charts

- Establishing the project duration and end date
- Representing relative durations of activities graphically using a Gantt chart

Realistic Resourcing
Resource requirements

- Building a resource breakdown structure
- Identifying the project resource pool

Schedules that make sense

- Aligning project monitoring to project planning

Generating schedule reports

- Controlling schedule and resolving issues
- Reporting project status using EVA, milestones and Critical Path
- Managing information using the Communication Model and the Project Management Information System

Measuring and Improving Performance
Performing schedule-based Earned Value Analysis (EVA)

- Determining the variance between planned and actual values
- Calculating schedule efficiency
- Forecasting the impact to the Critical Path and project duration

Responding to change

- Distinguishing between fast-tracking the project and crashing the critical path
- Creating parallel schedules in order to determine the feasibility of proposed changes

ISO 9001: 2008 Reg. No: 660772