Advanced Project Management: Time Management and Scheduling (2 Days)

The project schedule is one of the most visible pieces of the project plan, and it is the key to keeping a project on track. Time Management and Scheduling provides proven techniques for effective time management of project stakeholders, estimating activities and managing the schedule throughout the project. Attendees will be introduced to methodologies and tools for creating and maintaining project schedules. Through group discussions, workshops and real world examples, participants learn how to establish realistic schedules that use the project team's time effectively and help the project manager monitor and control the time aspect of the project.

WHAT YOU WILL ACCOMPLISH:

➢ **Define project activities and schedule line items**
➢ **Understand and implement estimating and resource allocation techniques**
➢ **Develop a workable project schedule**
➢ **Understand schedule change management procedures**
➢ **Conduct a schedule variance analysis**
➢ **Create a project schedule in Microsoft Project**