



# Project Planning for Success

## **Who should attend this seminar**

This seminar is designed for current and potential project managers, as well as key staff working in project oriented fields who are seeking to acquire the essential skills and tools necessary for effective project planning.

## **What you will learn**

- The 5 key steps to project planning
- Direct answers to real world planning needs
- How to estimate project deliverables
- To understand the planning competencies as defined in the Project Management Body of Knowledge of the Project Management Institute

## **Seminar format**

- Three days with discussion, lecture and workshop

## **Seminar take-aways**

- CD with planning templates
- On-line and telephone support for past seminar participants
- Certificate of completion with 21 Professional Development Units

## **Seminar Outline**

### **Introduction**

Key concepts and definitions – Benefits - Project life cycle concepts – The matrix approach – Bates project planning and control process – Corporate planning considerations

### **Scope Definition**

Developing the project charter – *workshop* - Developing the work breakdown structure – *workshop* – Developing the responsibility list

### **Work Package Planning (Project Deliverables)**

Defining the work package – Estimating human resources and other requirements – The work package schedule – the work package budget

### **Schedule Planning**

Steps to develop the schedule – Selection of a scheduling technique – CPM barcharting – *workshop* – Traditional and time critical scheduling – Schedule and resource analysis – Shortening the schedule - *workshop*

### **Budget Planning**

Determining budget requirements – Developing a performance budget

### **Facilitating Processes**

Risk management in the planning phase – Communications management in the planning phase – Quality management in the planning phase – Procurement management in the planning phase – Human resource management in the planning phase

### **Completing the Plan**

Negotiating differences - Updating the project charter and obtain project plan approval – Preparing to implement the project plan – *workshop* – Team presentations: the project plan