

1. Name of Course:

BMGX 3014 Project Schedule Management

2. Number of Clock Hours: 7**3. Course Description:**

One of the elements of the Triple Constraint, Schedule Management is not just about juggling tasks but about properly scheduling the right activities at the right time to be performed by the right resource. Arranging and adhering to a clear and explicit schedule is one of the most critical elements of effectual project management. This course covers the techniques, software and processes that are vital to ensure timely completion of projects. It is recommended to take Scope Management and Cost Management in conjunction with Schedule Management as part of the Triple Constraint Series.

4. Prerequisites

This course is intended for practicing project managers. It qualifies for ongoing PDUs for certified PMI Project management Professionals (PMP).

5. Course Learning Objectives:

1. Describe the steps involved with the Schedule Development process.
2. Generate project schedules using the Schedule Model.
3. Work with Scheduling Components and how to use them.
4. Utilize the best practices in developing a realistic project schedule.
5. Utilize the best practices in using a scheduling software tool like Microsoft Project.

6. Rationale:

- In a survey conducted by the ACC High Technology Institute, 86% of respondents listed project management skills as important for career advancement.
- Organizations benefit by having employees that can successfully manage more complex projects and have better risk identification and response procedures.

7. Required Materials: None. Supplied by instructor.**8. Evaluation**

A completion certificate worth 0.7 continuing education units (CEUs) will be awarded for successful completion. 0.7 CEU's are equivalent to 7 PMI Professional Development Units (PDU's).

Students are expected to arrive on time, stay for the entire class period, and actively participate in class by asking questions and sharing personal experiences. Any student counted as missing more than 1 hour of class will not receive a completion certificate. There will be a break about half way through the class time.

9. Course Outline

1. Introduction: elements of project success
 - a. Schedule Development Process
 - b. Schedule Model
 - c. Scheduling Components
 - d. Software Tools like Microsoft Project
2. Schedule Development Process
 - a. Checklist to get started
 - b. Best Practices
3. Schedule Model
 - a. The framework
 - b. The schedule baseline
 - c. Best Practices with schedule baselines
4. Scheduling Components
 - a. Components List
 - b. Calendar
 - c. Constraints
 - d. Duration
 - e. Finish Date
 - f. Float
 - g. Percent Complete
 - h. Relationship
 - i. Resource
 - j. Schedule Risk
 - k. Start Date
 - l. Variance
 - m. Other
 - n. Best practices with scheduling components
5. Schedule Compression
 - a. Techniques
 - b. Best practices for schedule compression
6. Software Tools
 - a. Top scheduling software
 - b. Microsoft Project
 - c. Best Practices

10. Target Audience:

- All project professionals
- All managers and leaders
- All company employees

11. PDU Information:

Program Number: 2020-BMGX3014; Category: 3; Number of PDUs: 7