

FROM			
Company Name	Advanced Step for Tech Training		Tel +971 4 2829212
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From	Malak Mohammed	Job Title	Operation Training Manager
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Course Details	
Course Title:	Project planning and scheduling
Language:	Bilingual
Course Type:	Public
Location	Dubai – UAE
Date:	20 – 24 November 2016
Duration:	5 days
Fees	\$ 3,900
Course URL	http://www.astdubai.co/programs/details/492_Project_planning_and_scheduling
Ensure there's 4 participants will attend the course	Yes
	Training include both theoretical part + practical activities, case studies etc. Pre and Post evaluation.

Project management is being increasingly recognized as a vital skill-set for many management positions, not just those with the title of "project manager". This course provides in-depth, practical, project management training. You will discuss projects from your own organization, and review tools and templates we use every day to manage real projects.

Who should take this course?

This course is for existing project managers who are interested in learning more about formal project management techniques, and anyone who is interesting in becoming a project manager.

(Project Planning and Scheduling) Objectives

By the end of Module Two you will know how to :

- Consider the impact of the environment or context in which your projects occur on your planning processes.
- Develop work breakdown structures to better define your projects.
- Develop network diagrams that model how your project will be executed.
- Schedule your project and identify the critical path for your project.
- Use these various tools and reports in improve project communications.
- Build resource information and cost information on top of your project plans.

Course Content - Project Planning and Scheduling

Planning Concepts

- Planning Processes
- Planning Considerations
- Project Balance
- Conceptual Integrity
- Iterative Expansion
- Progressive Elaboration
- Project Stakeholders
- Stakeholder Management
- Keeping Stakeholders Involved
- Phase-exit Reviews
- Initiation Phase Exit Checklist

Project Scope

- Work Breakdown Structures
- Project Scope versus Product Scope
- Rolling Wave Planning

- WBS Checklist
- Advantages of Developing a WBS
- WBS Dictionaries
- Change Control
- Change Requests
- Organizational Planning
- Project Interfaces
- Roles and Responsibility Assignments
- Staffing Management Plan

Activity Sequencing and Project Schedules

- Network Diagrams
- Activity Relationships
- Network Diagram Principles
- Milestones
- Arrow Diagramming Method (ADM)
- Network Templates
- Estimating Durations
- Analogous Estimating
- Parametric Estimating
- Project Review and Evaluation Technique (PERT)
- Estimating Resource Requirements
- Resource Requirements
- Schedule Development
- The Importance of Total Float
- Different Kinds of Float
- Other Important Scheduling Considerations
- Simulation
- Duration Compression - Crashing
- Duration Compression - Fast Tracking
- Resource Leveling
- Reporting the Project Schedule

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- Gantt Charts
- Calendars
- Constraints

Project Costs

- Common Estimating Themes
- Cost Estimating Techniques
- Finalizing the Cost Estimate
- Accuracy of Estimates
- Budget Reallocations
- Allocation of Indirect Costs
- Time-phasing the Budget
- S-Curves
- Common Budgeting Problems
- Contingencies
- Pricing

Pulling it all Together

- The Project Plan
- Project Plan Review