



CONTINUING EDUCATION

Course Outline

Project Planning and Scheduling Essentials

It is said, “If you fail to plan, you plan to fail.” Discover the 24 key planning processes needed to plan and implement a successful project, and learn the order in which they need to occur. Identify the key tools and techniques to effectively plan for scope, schedule, cost, quality, human resources, communications, risk, procurements and stakeholder management. This course keys on both predictive (Waterfall) and adaptive (Agile) planning techniques.

Who Should Take This Course?

This course builds upon the previous course, Project Management Basics: Initiating the Project, and focuses on developing a winning project plan. You will gain multiple tools and techniques designed to assist you in the planning process. If you are pursuing certification, you will learn about best practices from the *PMBOK*® -- the key source document for project management certification test questions. This is the second required course in the Project Management Certificate.

Course Objectives

- Identify key components of the Project Management Institute (PMI)® Planning Process Group
- Explain the process of developing and managing the Project Management Plan
- Describe Project Stakeholder Management planning processes and tools
- Discuss Project Scope Management planning processes and tools
- Summarize Project Schedule Management planning processes and tools
- Identify Project Cost Management planning processes and tools
- List Project Quality Management planning processes and tools
- Recall Project Resource Management planning processes and tools
- Explain Project Communications Management planning processes and tools
- Discuss Project Risk Management planning processes and tools
- Summarize Project Procurement Management planning processes and tools

Course Info

- Length: 18 hours
- Format: Classroom instruction and hands-on activities
- Prerequisite: Project Management Basics: Initiating the Project

Course Content

Identify key components of the Project Management Institute (PMI)® Planning Process Group

- List the 24 project planning processes
- Explain the order in which project planning should occur
- Describe project planning management best practices

Explain the process of developing and managing the Project Management Plan

- Summarize how the Project Management Plan is initiated
- Identify key entries required in the Project Management Plan
- Describe the Project Management Plan approval and acceptance process

Describe Project Stakeholder Management planning processes and tools

- List the contents and purpose of the Stakeholder Engagement Plan
- Summarize methods to evaluate project stakeholders
- Explain how to manage the Stakeholder Engagement Plan to your best advantage
- Identify additional stakeholders in an adaptive environment

Discuss Project Scope Management planning processes and tools

- Describe the end-to-end scope planning process
- Summarize contents and importance of the Scope Management and Requirements Management Plan
- Identify how to effectively collect and document requirements using proven tools and techniques
- Explain the importance and purpose of a Scope Statement
- Recognize how to create a Work Breakdown Structure (WBS) and WBS Dictionary
- Summarize Scope Management in an adaptive environment
- Demonstrate proficiency in creating a Scope Baseline using a case study

Summarize Project Schedule Management planning processes and tools

- Describe the end-to-end schedule planning process
- Recognize the importance of the Project Network Diagram
- Utilize common estimation techniques
- Identify dependency types and considerations
- Describe how to define schedules in an adaptive environment
- Demonstrate proficiency in creating a Schedule Baseline using a case study

Identify Project Cost Management planning processes and tools

- Explain the end-to-end cost planning process
- Describe cost estimation using a Resource Breakdown Structure
- Recognize how to develop a project budget and understand project funding requirements
- Demonstrate proficiency in creating a Cost Baseline using a case study

List Project Quality Management planning processes and tools

- Describe the quality planning process
- Discuss the Quality Management Plan
- Explain how a Quality Management Plan guides quality assurance and quality control activities
- Demonstrate proficiency in creating a Quality Management Plan using a case study

Recall Project Resource Management planning processes and tools

- Explain the resource management planning process
- Describe the Team Charter concept
- Summarize the contents of a Resource Management Plan
- Demonstrate proficiency by creating a Team Charter

Explain Project Communications Management planning processes and tools

- Describe the communications planning process
- Summarize the value and contents of a Communications Management Plan
- Demonstrate proficiency in creating a Communications Management Plan using a case study

Discuss Project Risk Management planning processes and tools

- Explain the end-to-end risk planning process
- Summarize the value and contents of a Risk Management Plan
- Describe how to develop a Project Risk Register
- Recognize the difference between qualitative and quantitative risk analysis
- Demonstrate proficiency in creating a Risk Register using a case study

Summarize Project Procurement Management planning processes and tools

- Describe the procurement planning process
- Summarize the contents of a Procurement Management Plan
- Explain various key concepts and terms used in Project Procurement Management
- Demonstrate understanding by completing a procurement terminology match game

Assessment / Evaluation

This course is not assigned a letter or numerical grade. However, in some cases, skill assessments may be administered during the course to gauge progress and comprehension.

Course Completion/Continuing Education Unit (CEU) Letter

If your company requires proof of course completion, or if you would like to have proof for your own records, you may request a Course Completion/Continuing Education Unit (CEU) letter **after the final session of your course**. You must attend 80 percent of the course (or 100 percent of a single-day course) to qualify for the letter. Attendance is verified through the Sign-in Sheet/Roster. It is your responsibility to sign-in at every session. You can [request a Course Completion/CEU letter online](#).

Certificates of Completion for Certificate Programs

To receive a Certificate of Completion for the Project Management Certificate, you must take all six required courses; attend* 80 percent of each course (calculated by number of sessions in each course), except the Capstone course, where 100% attendance is required; and participate in class. (Please note: Saturday sessions lasting longer than four hours will count as two sessions.) If you complete a certificate program by taking courses individually, you can [request a Certificate of Completion online](#).

*Attendance for CEU letters and certificate programs is verified via the sign-in sheets provided at each class session. It is your responsibility to sign-in.

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The accommodations authorized on your forms should be discussed with your instructor. All discussions will remain confidential. Accommodations are not provided retroactively, so it is essential to discuss your needs at the beginning of the quarter. Additionally, only accommodations approved by Disability Support Services will be provided. This syllabus is available in alternate formats upon request. Green River College is an equal opportunity educator and employer. Learn more at www.greenriver.edu/accessibility.