

## PMI® Scheduling Professional (PMI-SP)®

3 Days

This course provides the skills required to schedule and deliver critical projects on time while helping you prepare for the PMI Scheduling Professional (PMI-SP)® exam. You learn how to establish realistic project plans by identifying resource needs, defining the work and calculating the Critical Path. You also learn how to track and report project status to stakeholders using EVA. After class, you have access to sample templates and spreadsheets for your own use in developing estimates, schedules and tracking information.

### WHO SHOULD ATTEND

This course will benefit anyone interested in learning the fundamentals concepts of schedule development and management through PMI standards and guidelines, and will focus on exam preparation for the PMI-SP certification exam.

Students should have a good working knowledge of project management, some experience managing projects and a basic understanding of A Guide to the Project Management Body of Knowledge (the PMBOK® Guide).

### WHAT YOU WILL ACHIEVE

- Prepare to pass the PMI-SP® Exam
- Construct project network diagrams to identify the sequence of work
- Calculate Critical Path to determine the project duration
- Effectively assign resources to build a realistic baseline schedule
- Perform schedule analysis and recommend corrective actions to keep the project on track
- Build readable and reliable project reports to keep stakeholders informed on progress

### WHAT YOU WILL LEARN

#### UNIT 1. Introduction

Topic A. Identifying key issues in successful scheduling

Topic B. Analyzing your scheduling approach

Topic C. Delivering a project

#### UNIT 2. Building the Project Network Diagram

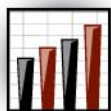
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- Topic A. Deriving information from project scope and constraints
- Topic B. Identifying manageable activities
- Topic C. Building a deliverable-oriented WBS that defines the scope of the project
- Topic D. Translating a WBS into an activity list

**UNIT 3. Establishing a sequence**

- Topic A. Choosing a scheduling method: CPM or critical chain
- Topic B. Developing a schedule model
- Topic C. Defining precedence relationships
- Topic D. Establishing dependencies
- Topic E. Determining lead and lag times

**UNIT 4. Developing Robust Schedule Estimates**

- Topic A. Differentiating between estimating approaches
- Topic B. Explaining the difference between effort and duration
- Topic C. Estimating for activity duration
- Topic D. Differentiating between duration and resource usage
- Topic E. Factoring in productivity to determine true duration

**UNIT 5. Integrating the Schedule and Critical Path**

- Topic A. Conducting a forward and a backward pass through the network diagram to determine activity start and end times
- Topic B. Deriving float to identify areas of flexibility in the schedule
- Topic C. Calculating the critical, near-critical, and noncritical path
- Topic D. Creating Gantt charts

**UNIT 6. Resource requirements**

- Topic A. Building a resource breakdown structure
- Topic B. Identifying the project resource pool
- Topic C. Allocating resources effectively: resource aggregation, leveling and smoothing
- Topic D. Addressing resource constraints: rescheduling and resourcing strategies
- Topic E. Creating a baseline schedule

**UNIT 7. Developing scheduling procedures**

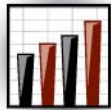
- Topic A. Establishing procedures for maintaining and updating the project schedule
- Topic B. Evaluating the schedule against the Schedule Conformance Index
- Topic C. Defining the frequency and sources of activity status reports

**UNIT 8. Updating and maintaining the plan**

- Topic A. Collecting activity status from activity owners
- Topic B. Recording actual durations
- Topic C. Updating the project schedule and the project resource pool

**UNIT 9. Communicating with Stakeholders**

- Topic A. Interfacing project information with organizational reporting needs
- Topic B. Aligning project monitoring to project planning



Topic C. Establishing standard project reports

Topic D. Reporting project status using EVA, milestones and Critical Path

Topic E. Running ad hoc reports

**UNIT 10. Performing schedule-based Earned Value Analysis (EVA)**

Topic A. Determining the variance between planned and actual values

Topic B. Calculating schedule efficiency

Topic C. Forecasting the impact to the Critical Path and project duration

**UNIT 11. Responding to change**

Topic A. Distinguishing between fast-tracking the project and crashing the critical path

Topic B. Creating parallel schedules in order to determine the feasibility of proposed changes