Project Management, Part 3 of 8: Time Management [Deprecated/Replaced]

Meet the expert: Sandy Haydon is a certified project manager in software development and a project management instructor. She has 40 years of experience with IBM as a software developer, manager, and project manager responsible for leading teams located worldwide. Sandy holds a BA in Mathematics and an MA in Management and is a certified Project Management Professional (PMP) and an IBM Senior Certified Project Manager.

Prerequisites: This course is designed for users preparing for the project management certification. It is recommended before taking the certification that you also use the Project Management Book of Knowledge (PMBOK) Guide, Fifth Edition to study with. You should have already viewed Project Management: Getting Started and Project Management: Planning a Project before starting this course.

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Course description: The course is based on PMI's PMBOK Guide, Fifth Edition which has been available since January, 2013. PMBOK is an abbreviation for Project Management Body of Knowledge. It is the globally recognized standard and guide for the pm profession. It provides guidelines for managing individual projects and defines pm related concepts. It describes both the project and the pm life cycles, and their related processes.In this course, you will be ready to take a closer look at how the project time will be planned and managed throughout the project's life cycle. Planning for time management will give you a good foundation to determine who/what potential resources are available for the project. You will identify the major elements of project schedules, such as activity lists, project network schedule diagrams, estimate of activity duration, and techniques for responding to organizational constraints by adjusting flexibility within schedules. You will be able to develop effective project schedules and manage schedules in response to organizational constraints on time and with those resources that will help you to bring your projects in on time and on budget.

Course outline:

Schedule Management
• Introduction
• Schedule Management Plan
• Plan Schedule Management Process
• Plan Schedule Management Inputs
• Tools and Techniques
• Plan Schedule Management Outputs
• Guidelines
• Summary

Project Activities
• Introduction
• Project Activities
• The Define Activities Process
• Define Activities Inputs
• Tools and Techniques
• Define Activities Outputs
• Define Activities Guidelines
• Summary

Sequence Project Activities
• Introduction
• Sequence Activities Process
• Project Schedule Network Diagrams
• Sequencing Activities Inputs
• Tools and Techniques
• PDM
• Dependency Determination

• Leads and Lags
• Sequencing Activities Outputs
• Guidelines
• Sequencing Activities
• Summary

Estimate Activities Resources
• Introduction
• What are Activity Resources
• Estimate Activity Resources
• Inputs
• Tools and Techniques
• Outputs
• Guidelines
• Summary

Estimate Activity Durations
• Introduction
• Est. Activity Durations Process
• Inputs
• Tools and Techniques
• Three-Point Estimating
• Outputs
• Guidelines
• Summary

Develop a Project Schedule
• Introduction
• The Project Schedule
• The Develop Schedule Process

• Develop Schedule Inputs
• Schedule Diagramming Notations
• Schedule Network Analysis
• The Critical Path Method
• Calculating the Critical Path
• Critical Path - Forward Pass
• Critical Path - Backward Pass
• Critical Path - Float
• Critical Path - Critical Path
• The Critical Path Method
• Float
• Total Float
• Free Float
• The Critical Chain Method
• Optimization Techniques
• Modeling Techniques
• Schedule Compression
• Scheduling Tools
• Develop Schedule Outputs
• Project Schedule Guidelines
• Identify Critical Path Guides
• Summary