

# Building a Project Schedule

PM02.00

Before a project starts it is important to define and work and have a viable schedule. The best options are to find a prior similar schedule or a schedule template to use as your starting point. However, when these options don't exist (and they usually don't), you must be prepared to build the schedule from scratch. This class will teach you the process and techniques to build the schedule from scratch. There will also be a number of techniques to help you build the related project budget. By the end of this class all students should be able to create viable schedules for their projects.

## Prerequisites

- None, this class provides a basic overview of building a schedule from scratch

## Learning Objectives

At the end of this class, participants will be able to:

- Understand the purpose of a project schedule and how the schedule scales based on the size of the project.
- Build a Work Breakdown Structure (WBS) and Network Diagram.
- Estimate the work, duration and cost associated with the schedule.
- Create a final schedule that can be used as the basis for managing the project.

## Who Should Attend

- Project managers
- Senior staff members

## Course Outline

- The basics of schedules and alternatives for creating them
- Creating a Work Breakdown Structure (WBS)
- Estimating the work
- Converting the WBS to a Network Diagrams
- Adding resources to the schedule
- Estimating duration and cost
- Finalizing the schedule

There are numerous exercises to practice the concepts learned in the class.

## Class Length

- One day (8 PDUs)