



Schedule & Cost Management Workshop Description - (3SNC_v1.0)

Schedule & Cost Management (3SNC) is a 3 day advanced project management workshop that provides participants with theoretical knowledge and practical application of the Time Management, Cost Management and Resource Management Knowledge Areas as per the *1 Project Management Institutes (PMI®) *2 Project Management Body of Knowledge (PMBOK®). The PMBOK® is generally regarded as the global standard in project management practices.

This workshop covers the essential processes required for successful time, cost and resource management planning (scheduling.)

The workshop includes case studies and interactive exercises to ensure that participants learn the practical application of the tools which are aligned with the PMBOK® theory.

Workshop Structure

The students will begin by revisiting the fundamental building blocks of project management including the project lifecycle, project management process groups/processes and project knowledge areas. It then focuses on the critical links between the Project Charter, Requirements, Project Scope and Schedule and Cost Management. As well as addressing the hard skills of Schedule & cost Management it integrates the essential soft skills, or art, of project management, including stakeholder management, communications, risk management and team development. It provides tools & techniques throughout the workshop designed at making the project manager pro-active and more effective as a leader.

In line with the PMBOK®, the workshop is strongly focused on the effective use of the team to achieve project objectives. The workshop includes team based case studies and exercises to ensure competency rather than simply imparting knowledge.

What Options Should I Choose?

This is not a beginners workshop, nor is it a fast track to successful project management.

This workshop is designed to build on your existing fundamental project management skills and delve into the specialist knowledge areas of cost, time and resource planning. It will provide a path to improve your competence in the workplace.

We recommend, as a minimum, the pre-requisite to this workshop should be the Fundamentals of Project Management (FPM) which is an absolute necessity when the participant is expected to take responsibility of the role of the project manager

Learning Outcomes

The objectives of this workshop are for each participant to be able to:

- Understand the importance of the project business case in project selection
- Identify and analyse stakeholders for more effective communications, improved requirements management and risk management
- Understand the role of the project manager as a leader in developing and managing the project team throughout the entire project lifecycle
- Identify & use versatile tools to facilitate setting project objectives, validating requirements and work packages and identifying stakeholders and risk events

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- Use the WBS as the central link to Scheduling, Budgeting and Risk Management
- Learn advanced techniques for project duration and cost estimating
- Learn techniques to develop and critically analyse a critical path schedule
- Develop and manage project threats and opportunities
- Learn to manage the project schedule using a simple forecasting technique
- Learn advanced Earned Value techniques to improve project control

Special Features

When you attend this workshop you will receive:

- A comprehensive workshop notebook including PMBOK® aligned Reference notes
- A certificate of completion

This workshop can be facilitated using your own project as a case study, therefore utilising best practice project management practices, tools and techniques to kick off your project.

A technique (Nominal Group Technique - NGT) is used at the end of each day to compile a final prioritised list of the project management areas, tools and techniques seen by the class to provide maximum return in achieving project objectives. This has proven to be very useful input into organisations' project management capability development programs.

Learning Method

This workshop is Instructor lead with limited class size. Participants undertake practical activities to ensure understanding of concepts and terminology.

Who is using PMI?

The PMBOK® is regarded as a global standard for project management. PMI® is represented on every continent and has Chapters in virtually every major city in the world.

In-House Training

This workshop is available for private corporate presentation, either on your own premises or "off-site". Please contact Workgroup Management for a quotation and to discuss your requirements.

Telephone 02 8005 0419 or email info@workgroup-aus.com

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*2 PMBOK® is a service and trademark of the Project Management Institute, Inc

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