

Scope, Time and Cost Management

Course Outline

Day 1

Module 1: Introduction

Topics

- Course Objectives
- Logistics
- Overview of Scope, Time and Cost in a Project Management environment

Module 2: Scope Planning

Topics

- The Business Context
- The Definition of Scope
- Forcing Scope Understanding and Consensus among Stakeholders
- Strategies for Managing Scope Uncertainty
- Developing an Effective WBS

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Team Introductions and Case Selection

Module 3: Time and Schedule Planning

Topics

- The Business Context
- Key Definitions
- The Schedule Development Process
- Schedule Estimating Techniques
- Using PERT
- Using PDM (Program Diagramming Method) to create a Network Diagram
- Using CPM (Critical Path Method)
- Developing a Gantt Chart

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Building a Schedule

Module 4: Cost Planning

Topics

- The Business Context
- The Difference between Cost Estimating and cost Budgeting
- Key Definitions
- Cost Estimating Techniques
- Cost Budgeting Techniques
- Developing and Justifying a Cost Contingency Reserve

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Building a Cost Budget

Day 2

Module 5: Scope Control

Topics

- The Benefits of Scope Control
- Key Definitions
- The Scope Control Process
- Using a Change Control Board
- Tracking Scope with Earned Value Analysis
- Implementing a Scope Change Control System .

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Controlling Scope

Module 6: Time and Schedule Control

Topics

- The Schedule Control Process
- Key Definitions
- Performance Tracking with Variance Analysis, Trends and Earned Value
- Status Review Meetings
- Implementing Schedule Change Control
- Taking Corrective Actions

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Module 7: Cost Control

Topics

- The Cost Control Process
- Key Definitions
- Analyzing Cost Performance with Earned Value Analysis
- The Use of Work Authorization Reporting
- Managing the Cost Contingency Reserve

Module 8: Integrated Scope, Time and Cost Management

Topics

- The Business Context: Competing Constraints
- Integrating Status Reporting
- Differentiate between Technical and Project Management Reviews
- Analyzing Project Performance with Integrated data and Analysis
- Project Interface Management
- Lessons Learned

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