

Project Time Management - 1 Day

PDUs - 6.5
CEUs - 0.70

PMI's Certification Breakdown

PMP - 6.50
PMI-SP - 6.50

PMI's Talent Triangle Breakdown

Technical - 6.50

Course Description: This one-day course will take into account ways to plan and schedule time, as well as individual issues that affect productivity. Students will learn how to wisely confront procrastination and explore ways to better manage time issues and constraints. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*.

Method of teaching: Students will use discussion, cases, and group activities to facilitate the course.

Course Objectives:

Objective 1: Create a Work Breakdown Structure

- Define activity attributes
- Review sequence activities
- Examine four types of activity relationships
- Describe precedence diagramming method

Objective 2: Estimate Activity Resources

- Compare resources and determine size and complexity
- Describe resource calendars
- Organize activities and estimate durations
- Develop and compare fixed driven to effort driven activities
- Evaluate the four types of estimating

Objective 3: Complete a Critical Path Analysis

- Explain the importance of a critical path
- Identify a forward and backward path for each project
- Create leads and lags
- Define critical change method

Objective 4: Define the time management processes

- Examine the process of Plan Schedule Management
- Examine the process of Define Activities
- Examine the process of Sequence Activities
- Examine the process of Estimate Activity Resources
- Examine the process of Estimate Activity Duration
- Examine the process of Develop Schedule
- Examine the process of Control Schedule

Project Time Management - 2 Day

*PDU*s - 13
*CEU*s - 1.3

PMI's Talent Triangle Breakdown

Technical - 10.00
Leadership - 3.00

PMI's Certification Breakdown

PMP - 13.00
PMI-ACP - 3.00
PMI-SP - 13.00
PMI-RMP - 3.00
PfMP - 3.00
PMI-PBA - 3.00

Course Description: This two-day course will take into account ways to plan and schedule time, as well as individual issues that affect productivity. Students will learn how to wisely confront procrastination and explore ways to better manage time issues and constraints. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*.

Method of teaching: *Students will use discussion, cases, and group activities to facilitate the course.*

Course Objectives:

Objective 1: Discuss myths and realities of time management

- Examine excuses for not managing your individual time
- Define roles and responsibilities which demand time
- Examine how to balance your time to create total human wellness in your life
- Review qualities of time management
- Define guidelines of time management

Objective 2: Evaluate causes of procrastination

- Compare ways to stop procrastination
- Describe ways of dealing with deadlines
- Organize to set proper deadlines
- Develop goals to help budget your time
- Evaluate the four D's in managing time more effectively

Objective 3: List ways to say "No"

- Explain how to set and establish priorities
- Identify ways to plan your work and learn how to plan
- Create ways to handle the paperwork

Objective 4: Discuss time tips on interruptions and decisiveness

- Discuss time tips on the telephone and in meetings
- Formulate time tips on personal habits
- Evaluate how to organize yourself

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Objective 5: Define time management processes

- Examine the process of Plan Schedule Management
- Examine the process of Define Activities
- Examine the process of Sequence Activities
- Examine the process of Estimate Activity Resources
- Examine the process of Estimate Activity Duration
- Examine the process of Develop Schedule
- Examine the process of Control Schedule