

Digital Systems, LLC
Project Management Training
Intermediate Level
Instructor: Jiwan Giri, MS, PMP

Seminar Topic: Developing a Schedule for Effective Program and Project Planning

Workshop Overview

The Project schedule is the baseline of any project which helps to better manage, monitor, and control the overall scope of the project. Developing a schedule for effective program and project management requires a set of project management skills and tools.

In this workshop, we will focus on applying the tools and techniques on creating work breakdown structure (WBS); identifying and defining key terms used in project scheduling; understanding of scheduling techniques and tools; and recognizing when and how to generate a list of WBS and project schedule. There will be hands-on experience in practicing skills to create WBS; developing project organization breakdown structure (OBS); creating resource assignment matrix (RAM); establishing logical dependencies (tasks relationship); drawing network and Gantt diagram; and finally developing a baseline schedule. Small-group exercises feature scenarios that will help develop these skills. Additionally, scheduling toolkits such as WBS checklist, OBS, RAM, and Network diagram provide practical field guidance will be discussed.

■ **Book Reference:**

- A Guide to the Project Management Body of Knowledge (PMBOK), 3rd Ed., PMI, 2004.

■ **Workshop Handout:** *(To be e-mailed to all participants prior to the workshop)*

- Developing a Schedule for Effective Program and Project Planning: WBS Principles, Scheduling Process, Checklists, and Key Scheduling Terms and Definitions

■ **Instructional Methods:**

- Presentation, small-group exercises, case studies, mini-project, and group discussion.

■ **Target Audience:** All professionals working in the areas of management, IT, and Operation.

■ **Workshop Cost:**

- Corporation \$1050 Small Enterprises \$850 Individual \$700 Student \$ 500

■ **Seminar Date, Time, and Location:**

- **Seminar Date:** August 23-24, 2008
- **Hours:** 9:00 PM to 3:00 PM
- **Location:** 901 S. Highland ST, Arlington, VA, 22204

■ **Contact:** Bikash Acharya at info@digitalsystemsllc.com

■ **Instructor:** Jiwan Giri, MS, PMP

■ **Please Bring:** PMBOK Guide, notebook, and pencil to write