

BSBPMG512A

Manage Project Time

Course Duration

Face to face: 1 day
PDU's: 8

Course Objectives

Manage Project Time aims to provide participants with the performance outcomes, skills and knowledge required to manage time within projects. It covers determining and implementing the project schedule, and assessing time management outcomes.

The participants will learn the fundamental principles of project time management and applying them to projects.

This **one (1) day** course will give participants a solid understanding of project time management, structured around the Manage Project Time knowledge area of the *Project Management Body of Knowledge (PMBOK®) Guide* 5th Edition.

Learning Outcomes

- Determine the duration, effort, sequence and dependencies of tasks from the scope definition as the basis for the project schedule.
- Obtain input and approval for the project schedule from stakeholders.
- Select and use methods, techniques and tools, within delegated authority, to determine preferred schedule, time management plan/s, resource allocation and financial requirements.
- Obtain agreement to the schedule from relevant project authority and communicate this agreement to stakeholders to provide the basis for measurement of progress.

Register for this course

Return a scanned copy of this page to:

info@im.edu.au – Australia

info@bluevisions.ae – UAE + MENA

infor@bluevisions.co.id – Indonesia + All of Asia

Or contact us at one of the locations below.

No. Of Participants

Contact Details

First Name : _____

Surname : _____

Company : _____

Phone : _____

Email : _____

Preferred City

Preferred Month

Contact Us

Australia Wide: 1300 988 899

Beijing: +8610 8587 2353

Doha: +974 4452 8175

Indonesia: +6221 2555 8789

Singapore: +65 6725 6365

UAE (all Emirates) : +971 4 452 3399

- Implement mechanisms to measure, record and report progress of activities in relation to the agreed schedule and plans.
- Conduct ongoing analysis of options to identify variances and to forecast the impact of changes to the schedule.
- Review progress throughout the project life cycle and implement agreed schedule changes to ensure consistency with changing scope, objectives and constraints related to time and resource availability.
- Develop responses to perceived, potential or actual schedule changes, ensure agreement by a higher project authority, and implement to maintain project objectives.
- Review project outcomes from available records and information to determine the effectiveness of time management activities.
- Identify and document time management issues and recommended improvements, and pass on to relevant project authority for application in future projects.

Delivery Strategy

This **one (1) day** program is engaging and will be led by our experienced trainers who have combined management experience and academic excellence.

Our program design and delivery is based on adult learning principles and experiential learning.

Participants will receive a *state-of-the-art* student manual with all reference material, PowerPoint presentations and activities, as well as the formal assessment.

RPL and Credit Transfer

Institute of Management can formally recognise a student's existing level of skills and knowledge in two ways:

- Recognition of prior learning (RPL).
- Credit transfer.

Audience

This course is targeted at those who are employed as:

- Project team member
- Project administrator
- Project analyst
- Project assistant
- Project coordinator
- Project officer
- Small business operator in a wide range of industries
- Project records officer
- Project support
- Communications liaison
- Contracts officer
- Estimator and scheduler
- Quality officer

PROGRAM OUTLINE

Day One

- Understanding the project scope statement.
- Develop delivery strategy and Work Breakdown Structure (WBS).
- Determining Milestones and Activities.
- Sequencing Activities.
- Activity Resource Estimating.
- Duration Estimating.
- Schedule Development.
- Schedule Monitoring and Control.