



The Bates advantage

- Over 30 years of experience in Canada and USA
- Registered Education Provider and Global Charter Member of PMI
- 25,000+ Bates trained & certified project managers world wide
- 130+ certified associates
- Experience translated into high quality deliveries
- Continuous R & D to upgrade products and services
- Bates Project Management Methodology™
- Clientele across various industry verticals and horizontals



Bates Project Management

Project Planning for Success

Who should attend this course?

This course is designed for current and potential project managers, as well as key staff working in project oriented fields who are seeking to acquire the essential skills and tools necessary for effective project planning.

Course Objectives and Highlights

- The 5 key steps to project planning
- Direct answers to real world planning needs
- How to estimate project deliverables
- To understand the planning competencies as defined in the Project Management Body of Knowledge of the Project Management Institute

Course Duration and Structure

- Three days with Workshops, Discussions and Lectures

Course Inclusions

- CD with planning templates
- On-line and telephone support for past course participants
- Certificate of completion with 21 Professional Development Units

Course Outline

1. Introduction

- a) Key concepts and definitions
- b) Benefits
- c) Project life cycle concepts
- d) The matrix approach
- e) Bates project planning and control process
- f) Corporate planning considerations

2. Scope Definition

- a) Developing the project charter
- b) Developing the responsibility list
- c) Developing the work breakdown structure

3. Work Package Planning (Project Deliverables)

- a) Defining the work package
- b) Estimating human resources and other requirements
- c) The work package schedule
- d) The work package budget

4. Schedule Planning

- a) Steps to develop the schedule
- b) Selection of a scheduling technique
- c) CPM barcharting
- d) Traditional and time critical scheduling
- e) Shortening the schedule

5. Budget Planning

- a) Determining budget requirements
- b) Developing a performance budget

6. Facilitating Processes

- a) Risk management in the planning phase
- b) Communications management in the planning phase
- c) Quality management in the planning phase
- d) Procurement management in the planning phase
- e) Human resource management in the planning phase

7. Completing the Plan

- a) Negotiating differences
- b) Updating the project charter and obtain project plan approval
- c) Preparing to implement the project plan
- d) Team presentations: the project plan