

# Project Estimation and Scheduling

## 2-day Workshop

### MEETING SCHEDULES REQUIRES SOUND ESTIMATES

Estimating how long it will take to deliver a project, especially in an area that is new to the organization, is difficult at best. Yet, meeting the schedule is likely the most important factor in project success. Estimating overall schedule duration, effort, and resource availability is critical to establishing a schedule that can be used to manage the project.

### Description:

This workshop is ideal for practitioners responsible for estimating project activities and developing schedules. Workshop instructors bring years of practical experience and leverage industry best practices in the Project Management Body of Knowledge (PMBOK®) and other industry standards.

Using concepts from the lecture, participants work in guided exercises with several different techniques to estimate the effort and cost of the components of their work breakdown structure. They then develop schedules for the work involved by hand, so that they appreciate what is done by the tools they generally use to perform this work. Instructors demonstrate use of common tools such as Excel and Microsoft Project for doing the same work, discussing with students the types of tools they use in their daily environments.

### Topics:

- Estimation throughout the Life Cycle
- Estimation Considerations
  - ROM, budgetary, definitive estimates
  - Estimation goals and ground rules
  - Duration vs. effort estimation
  - Using a WBS
  - Sizing the work items
- Wideband Delphi Estimation
- PERT Estimation Technique
- Performing Team Estimates
- Building a realistic schedule
  - Adjusting normative estimates
  - Generating a schedule
  - Using contingency
- Defending the estimate and schedule

### Target Audience:

Participants learn to develop an individual and a team estimate and to create a schedule based on current project conditions; roles generally involved are project managers and technical leaders

### Professional Development Credits:

1.4 Continuing Education Units (CEU)  
14 Professional Development Units (PDU)

### PMBOK Knowledge Area:

Project Time Management  
Project Cost Management

**Maximum class size: 15**

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