



Dealing with Unrealistic Project Schedules

Course Description

Has your boss given you a project deadline that you believe is unrealistic? Did your sales team sell a project with a due date that you simply cannot meet? These might be common situations in the project management world, but they should NOT be happening... and now you can do something about it.

This course will help you understand why this situation occurs, and will present real world solutions that you can implement immediately. Register for this course today, and see how much you can learn in a short time while you make the problem of handling unrealistic schedules go away once and for all.

Course Objectives

At the completion of this course, students will be able to:

- Utilize the project information given at the start
- Clarify with stakeholders what is being asked
- Plan and execute a realistic schedule
- Include risk management in schedule planning
- Apply best practices for communicating with key stakeholders

Course Outline

Requirements for Developing a Schedule

- What to Do When You Receive a Completion Date
- Making it Realistic
- Optimizing the Schedule
- What if the Time is Too Long?
- Schedule Network Analysis

Meeting with Senior Management

- Options
- Asking for What You Want

Planning How You Will Manage and Control the Schedule

- The Management Plan
- The Control Piece
- Configuration Management
- The Change Control System

Managing the Schedule and Reporting

- What Questions You Should Ask

Handling Unrealistic Schedules, Continued

- Why You Should Ask Questions
- Types of Questions

Improving Processes

- Keeping the Schedule Realistic
- Measuring Performance
- Mistake: Percent Complete
- Alternatives to Percent Complete
- Earned Value
- Re-Estimating During the Project

Corrective and Preventative Action

- Controlling Changes
- Change Impacts on the Triple Constraint
- Integrated Change Control

Duration & Units:

1 Day, 6 PDUs/Contact Hours

Level of Knowledge



Beginner

Intermediate

Advanced

Audience:

This course is designed for project managers, business analysts, team members, and senior managers to understand why unrealistic schedules occur, and present real world solutions that can be implemented immediately.

Course Benefits:

- Gain an understanding of why unrealistic project schedules occur
- Create and execute a realistic schedule
- Improve communication with key stakeholders
- Incorporate risk management process into schedule planning

Course at-a-Glance:

- 1 Day, 6 PDUs/Contact Hours
- 9 am to 4 pm

Other Recommended Courses:

- Creating a Winning Work Breakdown Structure
- Tricks of the Trade® for Negotiation
- Project Estimating: How to Bullet Proof Your Project Plan

continued...

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Course Outline *(continued)*

- Instituting a Change Form
- Making a Change Log
- Not Allowing Changes
- Tricks for Handling Common Changes

Case Study

Summary and Closing

Course Materials

Students will receive the following materials with the course attendance:

- Dealing with Unrealistic Project Schedules Student Slides
- Dealing with Unrealistic Project Schedules Workbook

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