

## Planning and Estimating on Projects

This 1-day event is designed to develop the skills that will help create realistic plans and estimates that are essential for project success. The course covers all the essentials of converting the project objectives into workable plans supported by robust estimates. The course will look at how a wide range of tools and techniques can be applied to various project situations to produce optimum results.

### Course duration

One day.

### Who should attend?

Project managers, project planners, programme and project office staff, work package managers and anyone who has to plan and estimate in a project environment.

### Course content

Tailored to suit the requirements but will typically include:

- Project life cycle overview
- Reasons why projects fail
- Levels of planning
- Types of plans
- Scope definition and the use of breakdown structures
- Networks and scheduling
- The use of milestones
- Critical path analysis
- Resourcing the plan
- Optimising the plan
- Estimating techniques
- Estimating accuracy
- 3-point estimating and PERT
- Risks and uncertainty
- Human factors

### Course objectives

Delegates will be able to:

- Understand planning and estimating in the context of a project life cycle
- Understand why projects fail
- Define the various levels of plans
- Define the scope of a project using breakdown structures
- Create a project network and calculate the critical path
- Create a schedule
- Define key milestones
- Resource a schedule and resolve conflicts
- Apply 3-point estimating to the plan
- Define and select suitable estimating techniques for a given situation
- Understand the levels of accuracy required when estimating and the use of caveats
- Model uncertainty and risk into the plan
- Understand the human factors that can influence plans and estimate and apply suitable strategies to overcome problems.

### Pre-requisites

Some hands-on experience and involvement with projects or programmes is required.

### Course style

These courses are highly participative using exercises, case studies and practical work.

**Further information:** For prices on public or in-house events, more information or to discuss the most appropriate Provek learning format to suit your needs, please contact Erica Gassor on 01635 524610 or [erica.gassor@provek.co.uk](mailto:erica.gassor@provek.co.uk) or visit our website at: [www.provek.co.uk](http://www.provek.co.uk)

