



## Handling Unrealistic 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
- 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

### Duration & Units:

1 Day, 7 PDUs/Contact Hours

### Level of Knowledge



Beginner

Intermediate

Advanced

### Audience:

This course is designed to help project managers and project team members understand the demand for unrealistic schedules, and will present real world solutions that you can implement immediately. Students in this course will learn how to make the problem of unrealistic project schedules disappear, once and for all.

### Course Benefits:

- Understand the demand for project deadlines with an unrealistic schedule
- Utilize project information to create a project plan from the start
- Incorporate risk management in schedule planning

### Course at-a-Glance:

- 1 Day, 7 PDUs/Contact Hours
- 8 am to 4 pm

### Other Recommended Classes:

- Tricks of the Trade® for Risk Management
- Creating a Winning Work Breakdown Structure

continued...

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### Course Outline *(continued)*

#### Corrective and Preventative Action

- Controlling Changes
- Change Impacts on the Triple Constraint
- Integrated Change Control
- Instituting a Change Form
- Making a Change Log
- Not Allowing Changes
- Tricks for Handling Common Changes

#### Case Study

#### Summary and Closing

#### Self-Assessment

#### Course Materials

Students will receive the following materials with the course attendance:

- Handling Unrealistic Schedules Workbook

\*This course counts as credit towards an RMC Fellow's Certificate™ Program designation.

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