# Guide To PM City

## Schedule Management Neighborhood

Your assistant on your journey to becoming a PMP

## WELCOME TO PM CITY

Congratulations for embarking on the amazing and challenging journey to PM City. You are in good hands. The Crowd Training has designed and developed a course and a guide that aims to make your travels as productive and as effective as possible.

I am your Tour Guide, PM Guy. I will be with you throughout your journey. In some areas, you may see me. In most areas, you will hear my voice. If you ever need to reach me or have questions, use the comment box in the course module you are currently visiting. This way others with similar questions can read my response and enter their own thoughts and comments.

## USING THE GUIDE

Use this guide to enhance your learning experience and rate of success. Neuropsychological research has shown that the act of writing something down as you are taking in new content helps build lasting connections in your brain. When you only listening passively, you engage with the content in the parts of your brain responsible for listening and auditory sensing. By writing things down, you engage more parts of your brain. Add the act of interacting with The Crowd Training content, you build more connections and involve more learning styles. And if you think about your learning and make connections to your work experience and what your project management work may look like in some other industry or company, then you are making even more connections – that's referred to as metacognition.

Make the learning stick. Use this guide as you progress. Make it your own. The resource is for you. Highlight. Draw pictures. Write as much or as little as you want. Whatever works for you. Space is designated for each knowledge area, process, input, tool and technique, output, and extensions.

The guide is arranged to correspond to the content in the module. You may go in any order. You are not required to follow the course as it is laid out here in the guide.
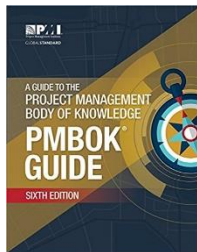
The guide aligns with the Guide to the Project Management Body of Knowledge (PMBoK®) 6th edition. It is highly recommended that you possess a copy of the PMBoK® 6th edition – either in digital form or print. If you join PMI as a member, you receive a PDF digital copy that you may print out. Although, at over 750 pages, that is a lot to print. You can purchase a hard copy for around $50 - $80. Or you can elect to reference only the PDF version.

If you have suggestions on how The Crowd Training can make this guide even better, don't hesitate to tell us. Email us at surfer@mycrowdtraining.com

## SCHEDULE MANAGEMENT

Schedule Management

The Project Schedule Management is about time. What you do with the project's time. How you manage time. When you and your team plan to use the time. Where has the time gone? What have you done lately? What do you plan to do tomorrow? Are we running out of time? And many many more schedule and time related questions are considered and managed in this knowledge area.

☐ About Schedule Management knowledge area

   ☐ Tailoring considerations

   ☐ Trends

## PLAN SCHEDULE MANAGEMENT

   ☐ About the process

   ☐ Inputs

      ▪ Project management plan

      ▪ Project charter

      ▪ Enterprise environmental factors

      ▪ Organizational process assets

- Tools

  - Expert judgment

  - Data analysis

  - Meetings

- Outputs

  - Schedule management plan

- Agile considerations

- Additional notes

## DEFINE ACTIVITIES

- About the process

- Inputs

  - Project management plan

  - Enterprise environmental factors

- Organizational process assets

☐ Tools

- Expert judgment

- Decomposition

- Rolling wave planning

- Meetings

☐ Outputs

- Activity list

- Activity attributes

- Milestone list

- Change requests

- Project management plan updates

☐  Agile considerations

☐  Additional notes

## SEQUENCE ACTIVITIES

☐  About the process

☐  Inputs

- Project management plan

- Project documents

- Enterprise environmental factors

- Organizational process assets

☐  Tools

- Precedence diagramming method (PDM)

- Dependency determination

- Leads and lags

- Project management information system (PMIS)

☐ Outputs

- Project schedule network diagrams

- Project document updates

☐ Agile considerations

☐ Additional notes

## ESTIMATE ACTIVITY DURATIONS

☐ About the process

☐ Inputs

- Project management plan

- Project documents

- Enterprise environmental factors

- Organizational process assets

☐ Tools

- Expert judgment

- Meetings

- Decision making

- Analogous estimating

- Parametric estimating

- Three-point estimating

- Bottom-up estimating

- Data analysis

☐ Outputs

- Duration estimates

- Basis of estimates

- Project document updates

☐ Agile considerations

☐ Additional notes

## DEVELOP SCHEDULE

☐ About the process

☐ Inputs

- Project management plan

- Project documents

- Enterprise environmental factors

- Organizational process assets

- Agreements

☐ Tools

- Schedule network analysis

- Critical path method

- Resource optimization

- Data analysis

- Leads and lags

- Schedule compression

- Project management information system (PMIS)

- Agile release planning

☐ Outputs

- Schedule baseline

- Project schedule

- Schedule data

- Project calendars

- Change requests

- Project document updates

- Project management plan updates

☐ Agile considerations

☐ Additional notes

## CONTROL SCHEDULE

☐ About the process

☐ Inputs

- Project management pan

- Project documents

- Work performance data

- Organizational process assets

☐ Tools

- Critical path method

- Data analysis

- Project management information system (PMIS)

- Resource optimization

- Leads and lags

- Schedule compression

☐ Outputs

- Work performance information

- Schedule forecasts

- Change requests

- Project document updates

- Project management plan updates

☐   Agile considerations

☐   Additional notes