



# PM 102

## Project Planning – Create the Plan

### Course Description

In PM 102: Project Planning – Create the Plan, continue digging into the mechanics of planning in order to ensure that your next project is a success. You will also learn to use critical path methodology to predict how long a project will take and discover what to do when faced with unexpected delays. Experiment with the tools that are used by experts in this field and modify them to work for your benefit. This workshop will teach you to build a communication plan and schedule with a work-breakdown structure while keeping effort, duration, and resources in mind.

### Outcomes:

- A professional requirements document
- Communication planning that keeps people in the loop
- A break down of the work involved (WBS) and the schedule
- An approach to professional risk management

### Module 1: Project Communication and Requirement Planning

#### Communication Planning

- What Information to Communicate and How to Communicate It

#### Project Requirements

- Uncover Business Requirements of the Project
- Specify Everything the Deliverables Must Do & Be Like
- How to Discover Hidden Requirements

### Module 2: Building the Plan and Managing Risk

#### Building the List of Tasks

- Create Different Types of Work Breakdowns
- Correctly Estimating Time

#### Risk Planning

- How Risk Planning Works
- Building Mitigation and Contingency Plans
- Distributing Risk Responsibility with Triggers