

# Contents

---

<b>1. Assist in Developing Project Schedule</b>	
1.1 Contribute to developing work breakdown structure (WBS) with sufficient detail to enable effective planning and control .....	10
1.2 Contribute to estimating duration and effort .....	17
1.3 Contribute to identifying schedule impact on project time management, resource requirements, costs and risks using project scheduling tools and techniques .....	25
1.4 Contribute to achieving an agreed schedule baseline and communicating the schedule to stakeholders .....	38
<b>2. Maintain Project Schedule</b>	
2.1 Record and report progress of activities in relation to agreed schedule using selected tool .....	44
2.2 Record baseline variance between actual and planned progress .....	47
2.3 Contribute to forecasting the impact of change on the schedule and analysing options .....	49
2.4 Update task status and agreed changes to maintain currency and accuracy of schedule .....	57
<b>3. Participate in Assessing Time Management Outcomes</b>	
3.1 Participate in determining the effectiveness of time management from review of project performance .....	60
3.2 Contribute to document scheduling and time-management issues and responses to assist in project evaluation .....	62
<b>Unit Review</b> .....	65