

Duration: 3 Days

TC1025a

OVERVIEW



This powerful and practical training is designed having in mind two objectives:

- Teach people how to become an efficient and successful project managers, how to accurately estimate, plan and control projects via risk and change management in order to meet the set targets of scope, time and cost;
- Educate delegates in planning, scheduling, tracking, controlling and reporting on their projects in Microsoft Project 2010.

These skills will be able to be put to immediate and practical use at the completion of the training programme. The workshop refers to various source materials and draws upon the research and experience of the PMPartners group's extensive involvement in managing projects.

Project Management Fundamentals using Microsoft Project 2010 is a fun and intensive course, which follows a case study (which may be customised to suit your project environment), and while designed for maximising productivity through the use of Microsoft Project 2010 as a tool, enhances project management skills at its core.

TARGET AUDIENCE

Project managers, team members and service managers seeking to:

- gain the best in class knowledge and skills for managing projects
- elevate their proficiency in project management through the use of available software tools for project planning, scheduling and control.

WORKSHOP OBJECTIVE



What the workshop is about:

- Essential disciplines and tools for scoping a project, accurately estimating duration, resources and cost and creating a reliable schedule;
- How to control a project via change and risk management;
- Managing stakeholder expectations and communication;
- An overview of Microsoft Project 2010, incorporating a understanding of the 'relational database';
- Accurate scheduling in MS Project 2010, by the use of constraints and milestones;
- Understanding of resource scheduling, identifying over-allocated resources and performing basic leveling functions;
- Introduction to the variety of project progress reports in MS Project 2010.

**21 PDUs
(PROFESSIONAL
DEVELOPMENT
UNITS) AWARDED**



**DELIVERY AND
CUSTOMISATION**

PM-Partners group is a Global PMI (Project Management Institute) Registered Education Provider. Participants who have been awarded the Project Management Professional Certification (PMP®) by the Project Management Institute are eligible to earn PDUs for their participation in this workshop.

This workshop is delivered over 3 days:

While providing essential knowledge about processes, tools and techniques in project management, as well as understanding of MS Project 2010, this training provides an opportunity for "learning through involvement" with many practical exercises and applying the tools and techniques through the case study approach.

Also, the course can be customised to suit your requirements, using appropriate and relevant project scenarios from your specific workplace/organisation.

Workshop Content Summary

Module 1. Project Management Fundamentals

- Reasons for Project Failure
 - Reviewing project failure & its importance to achieving project success

- What is a Project & Project Management?
 - Defining a project
 - Project Management Parameters – ‘Principle of Triple Constraint’
 - Critical skills for successful project management
 - Stakeholder identification and expectation management

- The Project Lifecycle
 - Examining lifecycles and their significance within a project environment
 - Examining phase activities, milestones & gates

- Planning The Project
 - Defining the Project – Project scoping
 - Creating the Work Breakdown Structure and scheduling
 - Understanding the Critical Path and how a Project Manager controls it
 - Successful estimating & cost management techniques
 - Project Baselineing

- Managing & Controlling The Project
 - Project tracking and control
 - Applying a disciplined Change Control Management Method
 - Project reporting and communication

- Closing The Project
 - Project completion and reviewing

Workshop Content Summary (cont.)

Module 2. Using Microsoft Project 2010

- Introducing the software and relational database concepts
- Exploring Views and Navigation Techniques
- Working with Base Calendars
- Using Project Information and Properties
- Working with Tasks – Creating the Work Breakdown Structure (WBS)
 - Creating Deliverables and Summary Tasks
 - Entering Sub-Tasks
 - Defining Duration
 - Creating Milestones
 - Creating an outline, from which to expand and collapse schedule detail levels
- Understanding and formatting the Critical Path
- Establishing Task Dependencies
- Extracting information from your projects
- Customising Tables and Filters
- Formatting your Project
- Working with Resources and Assignments
 - Managing Resource Over-allocations
 - Leveling Resources
- Project Control
 - Baselining your Project
 - Performing Project Tracking Functions
 - Reporting and Printing

For participants who have used earlier versions of the Microsoft Project tool, the facilitator will outline the changes. These differences are also highlighted and described within the materials provided.