

OVERVIEW



A Practical System Ready To Use On Every Project

This powerful and practical workshop is designed to provide participants with enhanced knowledge, tools and skills for managing projects. The workshop is software based and builds upon the fundamental knowledge and project management skills you have already acquired.

The Project Manager's Toolkit is a 2-day intensive workshop which uses a case study to effectively plan and control a project using Microsoft based software and custom-built templates.

Participants will leave the workshop with a series of custom-built templates ready to use on their next project. The workshop refers to various source material and draws upon research and experience of the PMPartners group's extensive involvement in managing projects.

This workshop can form part of an extremely cost effective strategy to introduce an entry-level project management methodology into your organisation, to provide consistency in delivery across organisational projects.

WORKSHOP OBJECTIVE

This workshop has been designed for maximising productivity through the use of Microsoft Project, Word and Excel, and using proven, pre-designed templates, the workshop uses sound project management skills as its foundation.

The focus is on presenting a toolkit for customising the 'how' of project management to suit requirements on the full spectrum of project activity.

This workshop will provide participants with the essential tools to manage a project or be an effective, valuable member of the project team. A detailed case study provides an opportunity for participants to use Microsoft based templates to effectively run a project from its inception to completion.

TARGET AUDIENCE

This workshop is designed for:

- Project managers or people involved in projects, seeking an elevated level of proficiency in the management of their projects through the use of available tools and proven project management methods.
- Project teams that do not currently work to a consistent set of organisational templates or methodology.

PREREQUISITES

Participants should either be currently working in a project environment or planning to do so in the near future.

Essential:

- Generic Project Management knowledge and experience. Participants will, ideally, have successfully completed a Project Management Fundamentals workshop or equivalent in order to understand the essential Project Management Discipline.
- Base level proficiency in operating Microsoft Windows

Advantageous:

- Basic Microsoft Project, Word and Excel (any version) skills.

LEARNING OUTCOMES & FACILITATION

Successful completion of this workshop will enable participants to:

- Facilitate team commitment through the delivery of a 'Project Charter'
- Create, manage and maintain project schedules in Microsoft Project, incorporating constraints and critical milestones
- Manage project resourcing demands and resolve conflicts
- Create reliable estimates using automated Microsoft Excel Templates
- Apply comprehensive Risk Management strategies
- Baseline the plan in Microsoft Project and perform tracking functions for accurate status reporting
- Realign projects to meet critical milestones
- Exercise effective control over the inevitable element of change, and ongoing management of this process
- Utilise their comprehensive understanding of the variety of customised Project progress reporting capabilities in Microsoft Project

Facilitators of this workshop will use a case study delivery approach to provide participants with a 'hands-on', multi-faceted and challenging learning experience.

14 PROFESSIONAL DEVELOPMENT UNITS (PDUs) AWARDED

PMPartners 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 14 PDUs for their participation in this workshop.

DELIVERY

Participants will receive a CD containing softcopies of templates for future use. These templates include:

- Project Charter
- Scope of Work
- Estimate Sheet with formulas
- Risk plan
- Meeting Action Plan
- Progress report
- Responsibility Assignment Matrix
- Resource Task Sheet
- Weekly Plan and Progress Report
- Change Request Form
- Change Request Log
- Problem / change record template
- Work breakdown structure

All workshops may be conducted onsite or at our premises, with experienced facilitators providing group and/or individual instruction. Training is provided through hands-on learning and relevant exercises. Our participants receive a comprehensive training manual and are also entitled to complimentary telephone consultation/advice within 60 days of workshop completion.

ASSESSMENT/ASSIGNMENTS

Assessment of competence is established by observation of contribution and participation during case study exercises and group discussion.

Follow-up assignments are not part of this workshop offering, but may be designed and conducted upon request.

OPTIONS & CUSTOMISATION

Optional training modules can be added to this workshop:

- Additional day to cover other, more advanced aspects of Microsoft Project or Project Management topics.
- Other options available upon request

This workshop can be cost effectively customised to your business environment using a project scenario from your workplace.

Workshop Content Summary

- Reviewing Essential Project Management Principles
 - Project Principles & Project Life Cycle Revisited
 - Project Scoping
- Planning the Project Using Microsoft Project
 - Identifying Tasks in the Work Breakdown Structure using the 'Top Down' Approach
 - Building the Schedule in Microsoft Project
 - Viewing and Understanding the Critical Path
 - Creating Milestones, Task Dependencies and Constraints
 - Estimating Project Cost and Linking to Estimate Sheets in Microsoft Excel
 - Assigning Resources to the Schedule
 - Customising the Microsoft Project Schedule for inserting and extracting custom project information
 - Creating Custom Tables
 - Creating Custom Filters
 - Preparing a Comprehensive Risk Management Plan For Your Project
 - Resolving Resource Conflicts and Over-allocations
- Managing the Schedule
 - Saving a Project Baseline
 - Tracking and Controlling the Project
 - Managing Ongoing Project Communications
 - Managing Change
 - Identifying the impact of change in the project
 - Implementing change and updating the schedule and other relevant documentation
- Reporting and Presenting the Schedule
 - Using Microsoft Project's Predefined Project Reports
 - Preparing Custom Reports Using Custom Tables and Filters
 - Advanced Printing Options