

Project Management

Incorporating MS Project 2003

Course Duration : 4 days

Course Objective

Participants should :

- Be equipped to understand the framework and key principles and be able to contribute to the successful completion of a project,
- Able to use basic features of Microsoft Project as a project management tool.

Course Content

This Project Management Workshop is based on the **Project Management Framework** laid out by both **CompTIA Project+** and the **Project Management Institute (PMI)**, in the Project Management Body of Knowledge (PMBOK). These are universally adopted standard frameworks used world-wide, and is considered the most holistic, practical and effective way to manage projects.

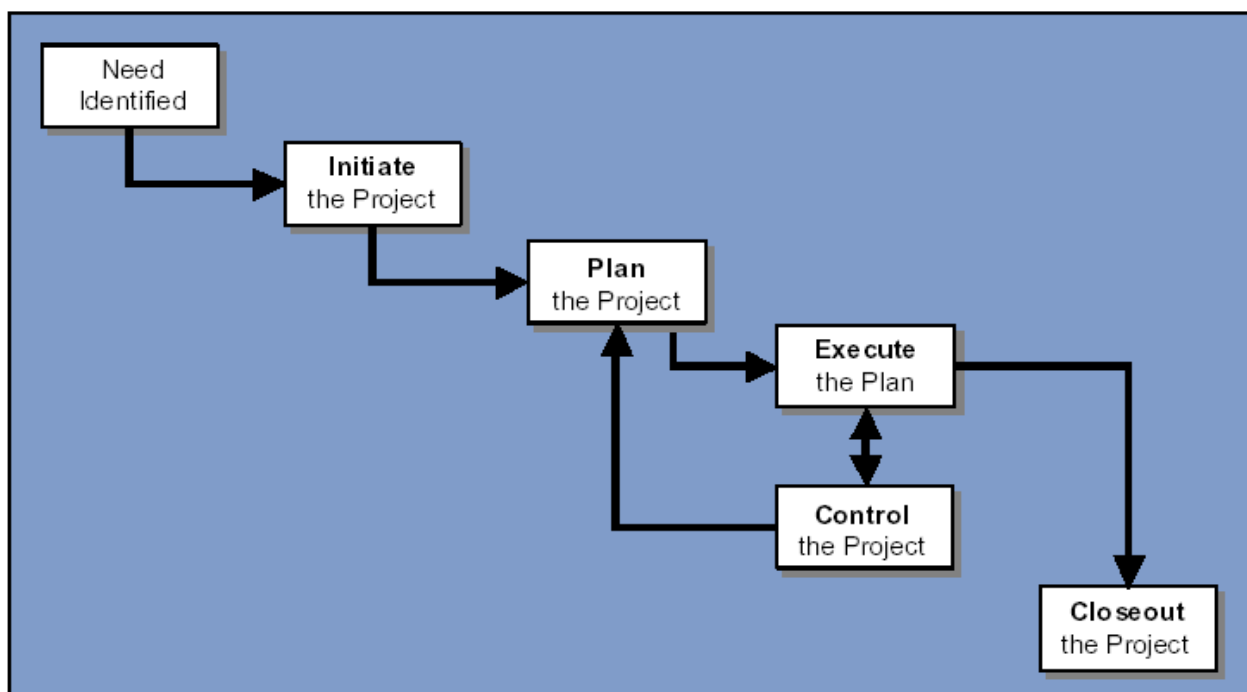


Figure 1.1: Project Process Flow

<u>Day 1</u>		<u>Day 2</u>
9.00am	Introduction to Project Management <ul style="list-style-type: none"> • Introduction to project management • Project management proper • Project management skills. • Overview of MS Project – menus, toolbars 	Lab Session – Reviewing the Schedule <ul style="list-style-type: none"> • Looking at project fields within a group of columns • Formatting the way numbers & words are shown • Filtering and group the detail within the rows • Formatting the bars of a Gantt Chart • Formatting the chart against a timescale • Sharing information with web pages • Creating Reports • Printing the project's information
10:30am	Tea Break	
10:45am	Project Initiation <ul style="list-style-type: none"> • Scope definition and identifying stakeholder needs and expectations • Identifying business requirements • Performing a requirements analysis • Identifying roles and responsibilities • Creating a scope document • Stakeholder consensus and approval • Group Case <u>Lab Session:</u> Creating a project in MS Project	Case Study <ul style="list-style-type: none"> • Case Study and review • Group Case • Presentation
12:30pm	Lunch	
1:30pm	Project Planning <ul style="list-style-type: none"> • The planning phase • Creating a Work Breakdown Structure (WBS) • <u>Lab Session:</u> MS Project – Creating Tasks, Linking • Cost Estimation • Developing effort, time, and cost estimates 	Lab Session – Assigning People and Costs <ul style="list-style-type: none"> • Relating People to Tasks • Making Tasks incur costs • How work against task is scheduled • Changing a task's assignment • Viewing assignments against a timescale • Editing discrete assignments
3:30pm	Tea Break	
3:45pm	Planning...Budgeting / Scheduling <ul style="list-style-type: none"> • Planning and Budgeting • Creating a project schedule • <u>Lab Session:</u> Using MS Project to create a project Schedule • Creating a budget • Creating a project team • Updating the Project Plan using MS Project with budget, team, tasks and Review 	Management Plans <ul style="list-style-type: none"> • Creating a vendor management plan • Creating a resource management plan • Creating a communication plan • Creating a project management plan Lab Session – Managing External Influences <ul style="list-style-type: none"> • Changing Relationships between tasks • Applying, finding and examining task constraints • Contouring a resource's supply • Changing a resource's working time
5.00pm	End	

<u>DAY 3</u>		<u>DAY 4</u>
9.00am	Execution and Control <ul style="list-style-type: none"> • Project execution • Resources and quality management • Managing the project team • Managing change • Project Closure 	Lab Session – Progressing the Plan <ul style="list-style-type: none"> • Rescheduling work still to be done • Using views to simplifying updates • Reviewing the impact of actual progress • Finding the existence and cause of variances • Ways to get back on track
10:30am	Tea Break	
10:45am	Lab Session – Reviewing the Schedule <ul style="list-style-type: none"> • Ways to deal with conflict • Automatic Optimization Parameters • Leveling within and beyond end dates 	Risk Management <ul style="list-style-type: none"> • Risk Management Planning • Risk Identification • Qualitative Risk Analysis • Risk Monitoring and Control • Collaboration and Advanced Project Management
12:30pm	Lunch	
1:30pm	Lab Session – Reviewing the Schedule <ul style="list-style-type: none"> • Changing who works on an assignment • Reviewing and editing assignments • Looking at project fields within a group of columns 	Project Closure <ul style="list-style-type: none"> • Communications Close • Procurement closure • Maintenance & Support • Project Handover
3:30pm	Tea Break	
3:45pm	Project Communications Management <ul style="list-style-type: none"> • Project Communication Planning • Information Distribution • Performance Reporting • Managing Stakeholders • Improving Project Communications 	Case Study <ul style="list-style-type: none"> • Group Case Study and Presentation • Final Review • Questions & Answers • Closure
5.00pm	End	

Training Methodology

Classroom based lecture cum discussions, case studies as well as hands-on lab sessions using Microsoft Project 2003.

Certification

Certificate of attendance would be given to participants.

Materials

Notes in folders and MS Project reference text will be provided.