Project Masters Inc.

Tool Based Training

Jump Start to Using Project Management with Microsoft Project - Five-Day Seminar

Program Number: PMGNAA / PDUs: 30

DAY ONE

1.0 Introduction

- Seminar member introduction and overview of course material

2.0 Project Management Terminology

Define:

- Project management
- Project
- Project manager
- Project management paradigm
- Project manager responsibilities

Group exercise on project management terminology

3.0 Organizational Structures

Understand:

- The work and function of a project manager in different organizational structures
- The functional organizational structure
- The pure projectized organizational structure
- The project expediter and project coordinator forms of organization

Define the role of:

- The project manager
- The project team

Group exercise on using project organizational structures

Course Objectives:

This course combines our 2-day "Project Management Basics" course with our 3-day "Microsoft Project" course. By doing so, the participants will gain unprecedented understanding of project management. The participants will learn the project manager's role in every phase of the project.

Learn How to:

- Develop a Work Breakdown Structure (WBS)
- Develop a project plan
- Develop a schedule
- Manage a project
- Track project progress
- Manage project cost
- Manage project risk
- Use Triple Constraints
- Use Critical Path Method (CPM)
- Use Earned Value Method

As students are learning these concepts they will learn how to use Microsoft Project and apply what they have learned in a project-scheduling tool. This will show them in a hand on environment how to manage projects.

4.0 Phases of a General Project Management Life Cycle

Learn about:

- Initiating Processes
- Planning Processes
- Execution Processes
- Controlling Processes
- Closeout Processes

- Project team requirements in each phase

Group exercise on using the project life cycle

5.0 Selecting the Project Manager

Define:

- Coordination and integration skills required by a project manager
- Motivational skills required by a project manager
- Communication and collaboration skills required by a project manager
- Delegation skills required by a project manager
- Team leadership skills required by a project manager
- Key responsibilities of the project manager

DAY TWO

6.0 The Project Planning Puzzle

Understand and define:

- The pieces of the project planning puzzle
    - Scope
    - Schedule
    - Resources
    - Costs
    - Contracts
    - Risks
    - Communication
    - Quality
- The project plan
- The Triple Constraints
- The Work Breakdown Structure (WBS)

Group exercise on developing a WBS

Learn How to:

- Schedule and track IT projects
- Define project goal
- Identify the parts of an IT project
- Understand project management terms and concepts
- Open and save a project file
- Change views and move a project schedule around
- Adjust the Gantt Chart timescale
- Create headers and footers for printing
- Preview and print views and reports
- Create a summary activity
- Indent activities
- Hide and show sub activities in the outline
- Create a new project file and enter project properties information
- Enter activities and durations to create an activities list
- Arrange the activity list and specify activity dependencies
- Format the Gantt Chart to display the critical path
- Create a list of resources
- Assign resource to activities
- Enter detailed information
- Assign cost to resource activities
- Assign variable resource pay rate and cost rate tables

7.0 Creating a Project in MS Project

- Create a realistic schedule
- Work with project files
- Enter summary information
- Enter tasks (WBS)
- Modify the list of tasks
- Create a new project file, summary tasks
- Collapse and expand summary tasks
- Use online help

8.0 Modifying Task Relationships

- View the critical path
- Link and unlinking tasks
- Specify task relationships
- Use lead time and lag time
- Use PERT charts

9.0 Assigning Project Resources

- Review the Project
- Assign resources
- Assign resource costs
- Work with base calendars
- Create a new base calendar
- Use resource calendars
- Use resource-driven or fixed-duration scheduling

DAY THREE

10.0 Estimating the Project Cost

Define cost estimating methods such as:

- Ballpark estimates
- Top-down
- Bottom-up

11.0 Entering Cost Data into Scheduler

Learn to:

- Set up material resources
- Enter resource pay rate
- Enter multiple pay rates for a single resource
- Set up pay rates to apply at different times
- Examine resource costs

12.0 Managing Project Risk

Understand and define:

- Risk definitions
- Risk identification
- Types of risk
- Risk assessment
- Risk analysis techniques

13.0 Project Schedule

Learn to:

- Develop a project schedule
  - Enter activities
  - Estimate durations
  - Break a long activity into shorter activities
  - Link activities
  - Check project duration
  - Insert new activities
  - Delete activities
  - Organize activities into phases
- Identify constraints and milestones
  - Enter a milestone
  - Enter constraints
  - Enter deadline dates
- Estimate activities
  - Adjust working time for the project
  - Adjust working time for individual activities
  - Adjust activity relationships
  - Change activity types
  - Interrupt work on an activity
- Use Gantt/Bar Charts
- View the project's Gantt charts
- Use Critical Path Method (CPM)
- View the project's critical path
- Understand Program Evaluation and Review Technique (PERT)
- View and using PERT

DAY FOUR

14.0 Communicating with the Project Stakeholders

Learn how to:

- Use active listening techniques
- Break down barriers to communications
- Set up progress reporting on the project

15.0 Viewing and Reporting Project Status

- Identifying activities that have slipped
- Comparing baselines
- Interim and current plans
- Identifying activities and recourses that are over budget
- Reporting project status
- Measuring performance with earned value analysis

16.0 Forming the Project Team

Learn about:

- Using interpersonal dynamics
- Working in a team environment
- Using behaviors to build not weaken trust

Learn ways to:

- Motivate the project team
- Reward the project team
- Communicate effectively with the project team

17.0 Assigning Resources to Activities

- Assigning a single resource to an activity
- The scheduling formula: viewing duration, units, and work
- Assigning multiple resources to an activity
- Assigning resources with effort-driven scheduling off
- Removing a resource assignment
- Assigning material resources to activities
- Creating a new resource and assigning it to an activity

18.0 Sharing Information between Multiple Sources

- Creating a resource pool
- Viewing assignment details in resource pool
- Updating assignments in a sharer file
- Updating a resource's working time in a resource pool
- Updating all projects' working times in a resource pool
- Linking new project files to a resource pool
- Opening sharer file and updating a resource pool
- Working with consolidated projects dependencies between projects

DAY FIVE

19.0 Fine-Tuning Resource Details

- Examining resource allocations over time
- Leveling over-allocated resources
- Documenting resource details in resource notes
- Documenting assignment details in assignment notes

20.0 Monitoring and Controlling the Project

Learn how to:

- Monitor and control time variance
- Monitor and control schedule by comparing baseline schedule to actual
- Use cost control methods
- Measure and forecast project progress

21.0 Tracking Progress against the Project Plan

- Save a project baseline
- Track a project as scheduled
- Enter percent complete of activities
- Enter actual start, finish, and duration values of activities
- Track work by time period
- Change remaining work or duration of activities
- Save an interim plan

22.0 Identifying and Fixing

- Troubleshoot time and schedule problems
- Troubleshoot cost and resource problems
- Troubleshoot scope of work problems

23.0 Project Closeout

Learn how to:

- Communicate project results
- Celebrate project results
- Produce the project closeout report