



Jump Start to Using Government 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 Overview

- Define PM terminology
- Define Project Charter
- Define Project Stakeholders

3.0 Organizational Influences

- Define Organizational Systems, Cultures, Styles, and Structures
- Define the roles of the project manager and project team

Group exercise on Organizational Structure

4.0 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

Group exercise on Project manager Responsibility

5.0 Phases of a General Project Management Life Cycle

Define:

- Characteristics of the Project Life Cycle and Project Phases
- Project Life Cycle and Product Life Cycle Relationships

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.

- Examine Project Life Cycle Examples

6.0 The Project Management Process for a Project

Define:

- Project Management Processes and Process Groups
- Initiating, Planning, Executing, Monitoring and Controlling, and Closing Process Groups



- The Project Plan
Group exercise on Planning
- The Work Breakdown Structure (WBS)
Group exercise on developing a work breakdown structure (WBS)

DAY TWO

7.0 Project Schedule

Define:

- Project Schedule Terminology
- Project Schedule Life Cycle
- Gantt Charts
- Precedence Diagramming Method (PDM)
- The Activity Duration Estimating Process
- The schedule Development Process

Group Exercise on Scheduling

8.0 Getting Stated with Project (MS Project Book)

- Managing Your Projects with Project
- Starting Project Standard
- Starting Project Professional
- Exploring Views
- Exploring Reports
- Creating a new Project Plan
- Setting Nonworking Days
- Entering Project Properties

9.0 Creating a Task List (MS Project Book)

- Entering Tasks
- Estimating Durations
- Entering a Milestone
- Organizing Tasks into Phases
- Linking Tasks
- Documenting Tasks
- Checking the Plan's Duration

10.0 Setting up Resources (MS Project Book)

- Setting up People Resources
- Setting up Equipment Resources
- Setting up Material Resources
- Entering Resource Pay Rates

Learn How to:

- Schedule and track projects
- Define project goal
- Identify the parts of a 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

- Adjusting Working Time for Individual Resources
- Documenting Resources

11.0 Assigning Resources to Tasks (MS Project Book)

- Assigning Resources to Tasks
- Assigning Additional Resources to a Task
- Assigning Material Resources to Tasks



12.0 Formatting and Printing your Plan (MS Project Book)

- Creating a Custom Gantt Chart View
- Drawing on a Gantt Chart
- Formatting Text in a View
- Formatting and Printing Reports

DAY THREE

13.0 Tracking Progress on Task (MS Project Book)

- Saving a Project Baseline
- Tracking a project as Scheduled
- Entering a Task's Completion Percentage
- Entering Actual Values for Tasks

14.0 Estimating the Project Cost

Define cost estimating methods such as:

- Ballpark estimates
- Top-down
- Bottom-up

15.0 Fine-Tuning Task Details (MS Project Book)

- Adjusting Task Relationships
- Setting Task Constraints
- Viewing the Project's Critical Path
- Interrupting Work on a Task
- Adjusting Working Time for Individual Tasks
- Changing Task Types
- Entering Deadline Dates
- Entering Fixed Costs
- Setting up a Recurring Task

16.0 Managing Project Risk

Define:

- Risk Management Terminology
- Risk Planning
- Risk Identification
- Qualitative Risk Analysis
- Quantitative Risk Analysis
- Risk Response planning

Group Exercise Risk

DAY FOUR

17.0 Fine-Tuning Resource and Assignment Details (MS Project book)

- Entering Multiple Pay Rates for a Resource
- Setting up Pay Rates to Apply at Different Times
- Setting up Resource Availability to Apply at Different Times
- Delaying the Start of Assignments
- Applying Contours to Assignments
- Applying Different Cost Rates to Assignments
- Entering Material Resource Consumption Rates

18.0 Fine-Tuning the Project Plan (MS Project book)

- Examining Resource Allocations over Time
- Manually Resolving Resource over allocations
- Examining Project Costs
- Checking the Project's Finish Date

19.0 Organizing and Formatting Project Details (MS Project book)

- Sorting Project Details
- Grouping Project Details
- Filtering Project Details
- Customizing Tables
- Customizing Views

20.0 Printing Project Information (MS Project book)

- Printing Your Project Plan
- Grouping Project Details
- Filtering Project Details
- Customizing Tables
- Customizing Views

21.0 Publishing Project Information Online (MS Project book)

- Copying Project information as a GIF Image
- Saving Project Information as a Web Page
- Changing the look of a Project Web Page



22.0 Sharing Project Information with Other Programs (MS Project book)

- Copying and Pasting with Project
- Generating a Project Summary Report for Word, PowerPoint, or Visio
- Opening Other File Formats in Project
- Saving to Other File Formats from Project

23.0 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 and Measure and forecast project progress

Group Exercise on Monitoring and Controlling

DAY FIVE

24.0 Tracking Progress on Tasks and Assignments (MS Project Book)

- Updating a Baseline
- Tracking Actual and Remaining Values for Tasks and Assignments
- Tracking Time phased Actual Work for Tasks and Assignments
- Rescheduling Incomplete Work

25.0 Getting Your Project Back on Track (MS Project)

- Troubleshooting Time and Schedule Problems
- Troubleshooting Cost and Resource Problems
- Troubleshooting Scope-of-Work Problems

26.0 Measuring Performance with Earned Value Analysis (MS Project)

- Viewing Earned Value Schedule Indicators
- Viewing Earned Value Cost Indicators

27.0 Closeout of the Project

Learn how to:

- Communicate project results

- Celebrate project results
- Produce the project closeout report

Group Exercise on Closeout Exercise

28.0 Communicating with the Project Stakeholders

Learn how to:

- Use active listening techniques
- Breakdown barriers to communications
- Set up progress reporting on the Project

Group Exercise on Communication

29.0 Viewing and Reporting Project Status (MS Project)

- Identifying Tasks that have slipped
- Examining Task Costs
- Examining Resource Costs
- Reporting Project cost Variance with a Stoplight View

30.0 Applying Advanced Formatting (MS Project)

- Formatting Bar Styles in a Gantt Chart View
- Formatting the Network Diagram View
- Formatting the Calendar View

31.0 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