

PLAN & MONITOR WITH PROJECT MANAGEMENT TOOLS (MS PROJECT)



DURATION: 2 Days

Technical: 10

Leadership: 3

Strategic: 1

TOTAL PDU: 14

COURSE OVERVIEW

Plan and Monitor with Project Management tools is a course which will aid Project Managers, Schedulers, Project Engineers and also Project Members to keep projects on track, on time and within the budget by using a scheduling tool like MS Project. This will also aid Schedulers to Improve visibility into conflicts and utilization resources and tasks in a project. This module also provides sound Project management principles to shape the mindset of all project members to add value to a project.

The difference of this program with regular MS Project training is that the focus is not only on the functionality of the tool, but also how to apply this functionality in a real project environment using the best practices of project management

TARGET AUDIENCE

This course is tailored for project team members, project leaders and project managers who have some knowledge of using scheduling tools (e.g. MS Project) and who are using this tool in their day to day job

METHOD OF LEARNING

The course will be conducted in a very interactive manner. The program is designed as a balance between lectures, exercises and hands on work on MS Project. Participants are expected to have access to a computer with MS Project during the program.

LEARNING OUTCOME

At the end of this course, participants will comprehend:

- Project Management Life Cycle & PMI®'s knowledge areas
- Importance of a comprehensive project plan
- How to develop a schedule in MS Project
- How to manage the schedule using MS Project
- How to set up and manage resources in MS Project
- How to develop a budget in MS Project
- How to manage the budget
- How to Monitor & Control Projects Effectively
- Project Close Activities including Lessons Learned

COURSE OUTLINE

This course includes the following:

- Project Management Framework
- Importance of Planning
- Project Management Tools
- Components of a Plan
 - Product & Project Scope
 - How to do Requirement Gathering
 - What is a Work Breakdown Structure (WBS)
 - Create WBS (e.g. Hierarchical or Mind Mapping)
 - Sequencing Activities
 - Estimating Durations
 - Identify the critical path & Float
 - Benefits using Critical Path Method (CPM) scheduling
 - Identifying Milestones
 - Understanding People
 - RACI Matrix
 - Develop a Resource Management plan
 - How to estimate costs
 - Estimate Costs
 - Prepare Budget
 - Plan how to Monitor Cost through Earned Value Analysis
 - Identify the project manager's role in cost control
 - Schedule and Cost S-Curves
 - Create a Custom Report