

# Project Management

“ Project Management is the act of directing and coordinating human and material resources throughout the life of a project to achieve predetermined objectives of Scope, Quality, Effort, Risk and Time.”

Based on MSF (Microsoft Solutions Framework) principles, project management involves:

- Envisioning
- Development
- Deployment
- Planning
- Stabilization



The training program has two distinct modules that comprise the key knowledge areas of project management and hand-on-experience on MS Project. We focus in trainings that address the more challenging aspects of delivering projects.

## Who Should Attend

The training modules are aimed at all levels within public services, including Senior Managers, Trainers, Consultants, Project Managers, Team Leads and members of Project Teams.

## Benefits

A clear roadmap for setting out the direction required to complete projects on time and within budget. Having the training will steer you in the right direction by knowing what is required to be done and when. The training will prepare you for PMP exam.

The following trainings are delivered by highly experienced trainers who utilize their expertise to ensure practical implementation of the modules.

## TrPMK01: Project Management (Knowledge Areas)

This training will cover the following areas:

### Project Management Framework

- Introduction
- Project Management Context
- Project Management Process

### Project Integration Management

- Project Plan Development
- Project Plan Execution

### Project Quality Management

- Quality Planning
- Quality Assurance
- Quality control

### Project Scope Management

- Initiation
- Scope Planning
- Scope Definition
- Change Control

### Project Time Management

- Activity definition and sequencing
- Duration estimates
- Schedule development and control

### Project Cost Management

- Resource planning
- Cost estimates, budget and control

## TrPMK01: Project Management (Knowledge Areas)

### Project Human Resource Management

- Organizational Planning
- Staff Acquisition
- Team Development

### Project Communications Management

- Communication Planning
- Information Distribution
- Performance Reporting
- Closure

### Project Risk Management

- Risk Identification
- Risk Quantification
- Risk Response Development
- Risk Response Control

### Project Procurement Management

- Procurement Planning
- Solicitation Planning
- Source Selection
- Contract Administration
- Contract Close-out

## TrPMP02: MS Project 2007(Practical Implementation)

This course will give you the skills to become an expert in Microsoft Project 2007. You'll complete a series of exercises covering the critical skills you need to create and modify a project plan file that contains tasks, resources, and resource assignments. The training will cover:

## Creating and Designing a Project

- ▶ Fundamentals of MS Project
- ▶ Creating a project
- ▶ Entering, modifying and managing tasks

## Scheduling tasks

- ▶ Linking tasks through dependency relationships
- ▶ Estimating task durations
- ▶ Creating milestones
- ▶ Setting Calendars
- ▶ Project Schedule Constraints
- ▶ Entering and assigning resources

## Utilizing Views

- ▶ Utilizing different views
- ▶ View project progress

## Tracking and Assigning Resources

- ▶ Specifying Resources and Work Times.
- ▶ Assigning Resources.
- ▶ Changing and Controlling the Schedule.
- ▶ Resource Leveling (Setting Priorities, Task - relative priority)

## Base lining

- ▶ Saving & Base

# TrPMP02: MS Project 2007(Practical Implementation)

## Project Tracking and Reporting

- ▶ Project Execution (To Summarize, Prior to launch, How to monitor, How to track, Task details)
- ▶ Track project information for a task and use the correct task tracking method in a given scenario.
- ▶ Prepare a project for tracking.
- ▶ Identify the tracking view to use in a given scenario.
- ▶ Checking Progress of a project and display progress lines.
- ▶ Selecting a View or Report and the available reporting options.  
Changing Views and Reports and changing the appearance of the Gantt chart view.

## Critical Paths and Scheduling Techniques

- ▶ Critical Path Analysis and Optimization Techniques
- ▶ Mathematical Analysis of Project Schedule e.g.

## CPM, PERT, GERT

- ▶ Critical chain

## Floats

- ▶ Total Float and Free Float Concepts

## Project Costs

- ▶ Project Financial (Cost details, Earned Value Analysis, Terminology, Basics of monitoring, using
- ▶ EVPM, EV for the project, EV graph)
- ▶ Project Reporting

## Custom fields and Rules

- ▶ Using Custom Fields in MS Project
- ▶ Applying rules/formulas on fields/custom fields and tracking values

## Case Studies

- ▶ Real time case studies with trainees' involvement.