



Project Managers Network

Creating capability in Project Management



Project Managers Network
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Course MP2K - Managing Projects with Microsoft Project

Project Management Training from PMN

Project Managers Network Pty Ltd offers clients a variety of courses dealing with all levels of experience in Project Management.

Managing Projects with Microsoft Project is a 2-day workshop is designed to kick start people using Microsoft Project (version 2003 or 2007) to schedule their project. The focus is on modelling and managing one project well in Microsoft Project, including the development of a schedule, the assignment of resources, estimation, tracking progress and producing reports.

The target participants for this workshop are:

- Project managers or senior team leaders in any industry (engineering, IT, finance, manufacturing or business change management) with responsibility for establishing project plans and scheduling resources for business or technical projects
- Project team members with responsibility for contributing components to a larger project plans, such as task lists and work assignments
- Users of other MS Office products who require an understanding of this software package to analyse reports and data extracted from Microsoft Project

Learning outcomes

The course will assist project managers and team members improve their productivity by learning the major features and capabilities of Microsoft Project, and developing hands-on skills in analysing project data with the software.

Attendees will learn how to:

- Understand and use project management terminology and its basic principles
- Develop a project plan (schedule) incorporating tasks and task relationships
- Create and assign project resources
- Identify and resolve over-allocated project resources
- Display and edit their project in a variety of views
- Update project progress
- Manage and report project costs and progress

Attendance

Two days duration. The program will run from 9.00 am to 5.00 pm each day with short breaks for lunch, morning and afternoon refreshments. The course is intensive and covers considerable material. Maximum attendance is 16 (depending upon available computer facilities).

Learning approach

A variety of educational methods are used in this course, with an emphasis on applying attendees' learning to sample projects and problem solving exercises.

Interactive presentations by the Course Leader are used to present topics, but also to elicit what the group already knows about features of MS Project and related techniques of Project Management, and to bridge the gap between the information required to manage actual projects and the way in which data is analysed using the software.

Documentation is provided giving detailed technical information about the package – its windows, menus, options and capabilities, permitting attendees to further their knowledge and clarify the details while concentrating upon the underlying principles. Multiple sample projects are provided for presentation and analysis, to progressively illustrate the techniques via hands on exploration of the sample project.

A comprehensive work-book of course material, sample projects and suggested worked solutions for workshop exercises will be provided to each participant, along with a diskette containing all data files used in the exercises.

There are no pre-requisites to this course, but attendees are assumed to have prior knowledge of and experience with using computers and Windows software, and some knowledge of the nature of project management.

Course outline

Unit No.	Topic	Content
1	Brief introduction to Project Management	Overview of Project Management and the Planning Process <ul style="list-style-type: none">• Defining the Scope of the Project• Developing the Project Schedule• Assigning Project Resources• Saving the Project Baseline• Controlling Project Execution• Role of a scheduling tool like MS Project.
2	Starting MS Project	The components of Microsoft Project 2003 <ul style="list-style-type: none">• The relational database of MS Project• Project data: tasks, estimates, dependencies, constraints, resources and assignments• Options: project specific options and generic options, what each option in Tools, Options does• Objects: views, tables, filters, calendars and maps Getting started - defining Project Information, data entry

Unit No.	Topic	Content
3	Scheduling the project - The Work Breakdown Structure and task dependencies	<p>Purpose of the Work Breakdown Structure (WBS) – defining deliverables, tasks and their logical relationships; outlining in MS Project</p> <p>Tasks: different types: fixed duration, fixed units and fixed work tasks and when to use. Recurring tasks.</p> <p>Estimating tasks:</p> <p>Estimating durations or work (effort)</p> <p>Task types: Fixed Duration, Fixed units and Fixed Work</p> <p>Difficulties in estimating and solutions</p> <p>Contingencies in estimating</p> <p>Task dependencies/relationships, the Network view and the Critical Path; demo of the add-on WBS-Chart</p> <p>Modifying Task Relationships, Project Constraints</p>
4	Adding and assigning resources	<p>Different types of resources: part-time, full-time, machines, material resources, personnel.</p> <p>The project calendar – base calendar and resource calendars; creating and assigning a calendar.</p> <p>Entering and Assigning Resources – full-time, part-time and intermittent assignments; single and multiple assignments</p> <p>Managing and levelling work loads; resource sheets and resource views; limitations of automated levelling</p>
5	Working with project costs	<p>Types of cost: fixed costs and variable costs (period cost, per unit cost, per use cost)</p> <p>How to model each type of cost in MS Project</p> <p>Using cost rate tables for rate escalation and multiple rates per resource</p> <p>Contingency</p>
6	Analysing the project	<p>Resolving Time Restrictions</p> <p>Resolving Resource Conflicts</p> <p>“What if?” analysis</p>
7	Displaying project data	<p>Exploring Views</p> <p>Generating Project Reports</p> <p>Using drawing tools</p>
8	Sorting and filtering data	<p>Sorting Project Data</p> <p>Filtering Project Data</p> <p>Creating Custom Filters</p>
9	Setting the plan	<p>Creating a Baseline Plan</p> <p>Previewing a Baseline Report</p> <p>Clearing a Baseline</p>

Unit No.	Topic	Content
10	Tracking project progress	Modifying the environment for Tracking Entering data for Completed Tasks Entering Actual data for Tasks in Progress
11	Adjusting the schedule	Adjusting the schedule of future tasks Setting and displaying an interim plan
12	Adjusting resource schedules	Work-hour considerations Customising resource reports
13	Customizing the Microsoft Project Environment	Working with Views Working with Toolbars and Macros Working with Global Settings Using the Options Dialog Box
14	Working with data in other Applications	Importing Data Exporting Data Copying data into other Office applications
15	Resource pools and multiple projects	Working with a Resource Pool Working with Subprojects and Master Projects

Standards

All the courses and workshops run by the company are based upon the ANSI standard framework developed by the Project Management Institute of the USA, which underlies Australia's National Competency Standards for Project Management (**NCSPM**). In addition, the company undertakes reviews and mentoring assignments designed to impart these standards to existing project staff. Project Managers Network Pty Ltd is a Registered Education Provider (#1467) for the Project Management Institute. Our courses are endorsed by the Australian Institute of Project Management.