

Foundations of Project Management

with MS Project

3 days

Introduction

This course introduces attendees to the essentials of project management. It approaches project management from the standpoint of managing a single, stand-alone project that is small to medium in size. The course takes attendees through the project life cycle in the same sequence they would face when managing a real project in the workplace. This course includes an introduction to the use of MS Project as a useful tool to effectively and efficiently manage a project.

Topics covered include the product and project life cycles, including initiation, planning, executing, controlling, and closing. Subject areas addressed include the project charter, creating a WBS, Network Diagramming, finalizing the project plan, scope management, stakeholder identification, cost management, scheduling and schedule management, earned value measurement, and change control. The use of MS Project as an effective planning, scheduling and tracking tool is covered and integrated into the Project examples and Labs.

Audience

This course is for individuals who desire to understand how to organize and manage a project.

At Course Completion

At the end of the course, students will be able to:

- Understand the difference between the Project Life Cycle, and a Product or System Life Cycle.
- Understand the minimum set of deliverables needed to effectively manage a project.
- Be able to write a project charter.
- Be able to write a project plan for a stand-alone project.

- Know how to develop a Work Breakdown Structure.
 - Know how to develop a project schedule.
 - Understand how to manage change requests.
 - Know how to set up a review and approval process.
 - Know what activities go on during the Execution Phase of a Project.
 - Know what activities are associated with the Controlling Processes associated with a project.
 - Know how to develop a status report.
 - Know what needs to be recorded in meeting minutes for meetings associated with a project.
 - Know what activities go on during the Closing Phase of a project.
 - Use MS Project to effectively plan, schedule, analyze resource utilization and track Project performance.
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Prerequisites

Before beginning this course, students should have:

- 2 or more years of experience in a project management environment is helpful.
 - An understanding and experience with MS Windows and Office products.
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Certified Professional Exam Preparation

Materials covered will lead to but are not sufficient for the following certifications: PMI Certified Associate Project Manager, Project Management Professional

CompTia IT Project+

Student Materials

The course materials are yours to keep.

You will be provided with the following:

- Student Workbook s

Course Outline

Day 1

Module 1: Introduction

Topics

- Course Objectives
- Logistics
- History of Project Management

Module 2: Project Management Framework

Topics

- The Business Context
- Understanding Mission & Visions
- What is a Project?
- Project & Product Life Cycle Overview
- Current PM Environment
- Key Project Management Deliverables
- PMBOK PM Framework

Module 3: Initiating a Project

Topics

- Project Charter: Project Identification & Description
- The Project Manager and Project Sponsor
- Assumptions & Constraints

Lab

Building a Project Charter

Module 4: Identifying the Project Team

Topics

- Identifying Stakeholders
- Identifying Team Members

Lab

Module 5: Planning: Getting Started

Topics

- Basic Change Control
- The Project Glossary
- Managing Information Within the Project
- The Kickoff Meeting

Lab

Module 6: Scope Planning & Definition

Topics

- Mission, Vision, Scope, & Objectives
- The Work Breakdown Structure
- Project Deliverables
- Completion Criteria
- Criteria for Success

Lab

Developing a Work Breakdown Structure

Day 2

Module 7: Project Scheduling

Topics

- Activity Definition, Sequencing, and Constraints
- Activity Duration Estimating
- Critical Path, Float, and Free Float
- Calculating Forward and Backward Paths
- Initial Schedule Development
- Resource Planning
- Risk/Contingency Planning

- Finalizing the Project Schedule

Lab

Developing a Project Schedule

MS Project: Introduction and Set Up

Topics

- Items Needed Before Using MS Project
- The Most Common MS Project Pitfalls
- Setting Up your Project

Lab

MS Project: From Setup to Saving a Baseline

Topics

- Entering WBS Activities and Durations
- Adding Dependencies
- Summary Tasks, Phases and Milestones
- Adding Resources
- Resource Leveling
- Saving the Project Baseline Plan

Lab

Day 3

Module 8: Change Management

Topics

- Change Requests
- Issue Management
- Reviews and Approvals

Module 9: Executing the Project

Topics

- Integrating the Project & Product Life Cycles
- Execution Phase Deliverables
- Execution Phase Activities

Module 10: Controlling the Project

Topics

- Controlling Activities Associated with Project Management
- Earned Value Analysis
- Performance/Status Reporting

Lab

Module 11: Closing the Project

Topics

- Lessons Learned
- Final Acceptance of Deliverables
- Records Management
- Formal Closeout of the Project