

Proactive PPM with Microsoft Project 2013

An engaging training workshop designed to train project managers in Proactive Scheduling with Microsoft Project 2013.

About this Course	<p>This Microsoft Project course will focus on scheduling best practices and enabling project managers to build solid schedules that will reflect the true status of the project and accurately forecast through completion.</p> <p>The course is closely aligned with:</p> <ul style="list-style-type: none">• The Practice Standard for Work Breakdown Structures – 2nd Edition, by PMI®• The Practice Standard for Scheduling – 2nd Edition, by PMI® <p>The overall goal is to teach project managers a practical approach to 'how' they should be using the tools in the context of industry best practices.</p>
Training Format	<p>Classroom based hands-on training session and workshop. 2 days (14 hours /14 PDU's)</p>
Objectives	<p>Upon completion of this course, the participants will:</p> <ul style="list-style-type: none">• understand scheduling best practices• understand the Microsoft Project Scheduling engine• be able to create a solid project schedule in line with industry standards• be able to provide accurate status updates• be able to status the project schedule and take corrective action• be able to report status on the project from the schedule• be able to effectively close out the project schedule after completion
Course Modules	<p>Module 1: Introduction to Industry and Scheduling Best Practices Module 2: Introduction to Microsoft Project Module 3: Developing the Baseline Schedule Module 4: Tracking progress and updating status Module 5: Preparing Status Reports Module 6: Closing out the Project</p>
Pre-requisites	<ul style="list-style-type: none">• Basic knowledge of Project Management principles

Course Outline

Module 1: Introduction to Industry and Scheduling Best Practices

- PMI Practice Standards for WBS and Scheduling
- Principles of Scheduling

Module 2: Introduction to Microsoft Project

- Navigation, user interface and Ribbon
- Understanding the Options
- Task Types

Module 3: Developing the Baseline Schedule

- Start Date
- Project Summary Task and Saving the project
- Preparing the Work Breakdown Structure (Map Day)
- Budgeting and Cost Planning
- Establishing Dependencies
- Adding Deadlines and Constraints
- Building the Team and Assigning Resources
- Leveling Overallocated Resources
- Schedule Compliance Checklist
- Optimizing the schedule for Time
- Setting the project Baseline

Module 4: Tracking progress and updating status

- Enter task updates
- Updating Milestones
- Updating Project Financials
- Rescheduling incomplete work in the past
- Identifying Variances and taking corrective action
- Maintaining the Baseline for scope changes

Module 5: Preparing status reports

- Preparing the Project Timeline
- Preparing Status Reports

Module 6: Closing out the Project

- Closing out a project schedule