

“MS-Project for IT Project management” Training program (English Material)

Course Length: 12 Hours @ 4 days

Participants will gain a thorough background in the concepts of planning and scheduling of the Information Technology (IT) projects using MS-Project. This 12 hours course leads you be able to understand, create and track an IT project plan using the three basic elements of project management: schedule, resources, and costs.

The course will also enable you to take full advantage of driving resources, resource curves, resource profiles/tables and resource leveling.

Learning Outcomes:

- Create a project with activities and resources
- Calculate a schedule
- Analyze resource/cost data in projects
- Determine resource allocation through leveling
- Monitoring and controlling the project life
- Team roles and project manager duties
- Strategic management

Topics

- What are the project management phases?
- Project initiating
- Planning (project brief) and total project budget
- Ms-project (IT PM topics)
- What is the project and its constraints
- Project manager's effort
- Getting started with MS-Project
- Project information and Gantt chart view
- Scheduling
 - Task (activity) and recommendation for estimating task duration
 - Calculation of dates and slack (floats)
 - Critical path
 - Accurate task duration and abbreviation for duration
 - Ms-Project standard values
 - Project management focus
 - Task types
- Setting up work resource, equipment resource and material resource
- Setting up standard rate
- Organizing resources into group

- Entering additional resource information
- Assigning resources to tasks and multi-resources to tasks
- When should effort-driven apply?
- Assigning resources with effort-driven off
- Assigning material resources to tasks
- Tuning the task, resource (leveling) and assignment
- Required documents in this stage
- Project customers, objectives and deliverables
- Ways of improving confidence and containing risks
- Risk management process, identification, assessment and actions
- Roles in project management
- Printing and publishing project information
- Creating a resource pool and working with consolidated projects
- Creating dependencies between projects
- Monitoring and controlling live-project, control cycle and possible corrective actions
- Reporting progress and follow up parameters
- Measuring the planned/unplanned activities
- Saving a project baseline and entering % completion
- Entering actual dates
- Collecting actual data from resources
- Reporting project status (status report)
- Measuring performance with earning values analysis
- Project manager duties
- Strategic management (how analysis the environment)
- Assessing your ability for project management skills