

Foundations of Project Management with MS Project

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

Day 2

Module 4: Planning: Getting Started

Topics

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

Lab

Module 5: 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

Module 6: 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

Day 3

Module 7: Resourcing and the Project Budget

Topics

- Resource Planning
- Resource Leveling
- Cost Estimating Techniques
- The Cost Budget

Module 8: Risk Management and Finalizing the Plan

Topics

- Risk Identification
- Risk Analysis
- Risk Response Planning
- The Risk Management Plan
- Setting the Baseline

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

Module 9: Executing and Controlling the Project

Topics

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

Lab

Module 10: Closing the Project

Topics

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

Final Lab