

Foundations of Project Management with MS Project

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. The 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. Also, those that want a better understanding of how to implement Project planning, executing and control with a software tool such as MS 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 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

Prerequisites

Before beginning this course, students should have:

- 2 or more years of experience in a project management environment is helpful.
- Basic proficiency with MS windows environment software tools and commands.

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

Processes:

- Initiating
- Planning
- Executing
- Controlling
- Closing

Knowledge Areas:

- Project Integration Management
- Project Scope Management
- Project Time Management
- Project Cost Management
- Project Quality Management
- Project Human Resources Mgt
- Project Communications Mgt
- Project Risk Management
- Project Procurement Management

Course Duration

3 Days