

# Course Outlines

Course Name	<b>Enterprise Project Management</b>
Conducted By	Techno Management
Duration:	5 Days
Preparations	<ul style="list-style-type: none"><li>• Classroom with Computers, Data Show and whiteboard or flipchart.</li><li>• Computers must have MS Project Server 2010 installed.</li></ul>
Audience	Project Server Users (Project managers and Team Members)
Pre-Requisites	<ul style="list-style-type: none"><li>• Basic Project Management Knowledge</li></ul>
General Notes	This course is the comprehensive version of the Project Management Essentials. Both should not be taken in the same patch.

# Enterprise Project Management

As projects are getting more complicated and require demanding project management organizations, the concept of Enterprise Project management emerged. Enterprise Project Management allows organizations to align the projects to match the organization strategic objectives and manage them within the context of the whole organization, as opposed to the old approach of managing projects in a sole individual approach.

This five days comprehensive project management course is aimed to the project managers and program managers who manage multiple projects in their organizations and want to learn about the modern techniques of Enterprise Project management.

**Duration:**

5 Days 10:00 am – 4 pm

**Audience:**

Project managers and program managers who are looking for new trends in managing projects

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## **Course Contents**

### **1- Deciding on Project Investment:**

1. Project Selection Techniques
2. Developing project feasibility study
3. Building project business case
4. Building Project Portfolio
5. Project appraisal
6. Project cash flow
7. Cost of capital
8. High level project risks

Selecting a long term project and approving its associated cost require comprehensive project analysis. Studying the expenses, returns, alternatives, risks, and other parameter will lead to a rational proper project selection or de-selection decision will be taken.

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### **2- Project Estimating, Scheduling and Budgeting**

1. Work breakdown structure
2. Activity Definition
3. Activity Sequencing
4. Resource assignment
5. Estimating activity duration
6. Building and optimizing project schedule
7. Managing Multiple Baselines
8. Project cash flow and budgeting

Uncertainties in project information make it very difficult to estimate project duration and cost. In fact they will never be known precisely till the project ends. However, many tools and techniques can be used to bring these estimates to a near accurate value

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### **3- Managing Project Risks**

1. Sources of risks
2. Risks and Uncertainty
3. Risk Identification
4. Risk categories
5. Risk Assessment
6. Risk Response planning
7. Risk management plan
8. Risks in Multi Project Environment

Surprises in project management are endless. Risk management will help project managers to avoid surprises and ensure that projects are driven on their tracks, the same way that trains are driven on their tracks, non stop.

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### **4- Project Control**

1. Challenges in scope management
2. Scope control
3. Schedule control
4. Cost control
5. Earned Value techniques
6. Risk control
7. Management Techniques for Project portfolio

Once project plans have been approved, a baseline is created, against which, a comparison with the actuals will be made. This will determine the amount of variance in cost, time and quality.

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### 5- Project Management Cycle

- 1- Initiation
- 2- Planning
  - a. Pre-contracting planning
  - b. Post contracting planning
- 3- Implementation
- 4- Control
- 5- Closeout

A closer look at the project management life cycle will be taken. This section will tell the whole story of the project from the inception stage till the close out. Project management Institute (PMI) approach is followed.

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### 6- Project management Methodology

1. Methodology approach
2. Methodology structure
3. A typical PM methodology
4. Methodology process
5. Sample Methodology forms

Putting things together is the objective of this section. Applying all the above theories and techniques develop your organization project management methodology.

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### 7- Microsoft Project Workshop



In parallel sessions, demonstrating the features and capabilities of MS Project Professional 2010 details and MS project Server 2010 demos will be conducted. Questions and answers as well as individual sessions for specific needs will be conducted during these five days.

#### **Professional:**

- 1- Task Entry
- 2- Dependencies
- 3- Calendar
- 4- Display
- 5- Views
- 6- Resources
- 7- Resource Leveling
- 8- Baseline and Tracking
- 9- Multi Project Files
- 10-Reports

#### **Server:**

- 1- Web Access Home Page
  - 2- Timesheets & To Do Lists
  - 3- Status Reports
  - 4- Working in Project Center
  - 5- Working in Resource Center
  - 6- Tasks Updates
  - 7- Staffing Projects
  - 8- Skill Scheduling
  - 9- Portfolio Analyzer & Modeler
  - 10-Collaborating On Projects
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