

Course Outlines

Course Name	Project Management Essentials – Fast Track
Conducted By	Techno Management
Duration:	2 Days
Preparations	Classroom with a Data Show and whiteboard or flipchart
Audience	<ul style="list-style-type: none">• Project Managers, interested in learning the basics of Project Management.• Candidates to work as Project Managers
Pre-Requisites	Basic Project Management Knowledge
General Notes	Combined Project Management Essentials and MS Project Professional 2010

Project Management Essentials

Course Contents

1- Introduction to Project Management

- Project Definition
- Project Characteristics
- Project Management Process
- Project Constraints
- Project Management Knowledge Areas
- Project Life Cycle
- Project Organizations
- Project Manager's Characteristics
- Management Styles
- Avoiding Pitfalls in Projects

2- Project Selection

- Understanding and Managing the Customer's Needs
- Needs Articulation
- Pitfalls in Defining Needs
- Uncertainty and Risks
- Risk Identification Methods
- Non-Numerical Methods for Project Selection
- Numerical Methods for Project Selection

3- Project Planning

(a) Schedule Planning

- Work Breakdown Structure
- Milestones
- Working Time VS. Elapsed Time
- Responsibility Matrix
- Tools (Gant Chart, Critical Path, PERT Chart)
- Task Crashing

(b) Resources Planning

- Resource Planning
- Resource Leveling
- Resource Types
- Budget Planning
- Cost Estimation
- Problems in Cost Estimating

(c) Risk Planning

- Risk Categories
- Level 1 Risk Assessment
- Level 2 Risk Assessment
- Risk Management Plan
- Risk Prioritization

(d) Variances

- Cost Variance
- Schedule Variance
- Manage by Exception

4- Project Control

- Project Control
- Examining Variances
- Crashing Tasks
- Controlling the Critical Path
- Manpower Control
- Budget vs. Actual Cost and Schedule
- The Earned Value
- Risk Control
- Project Auditing

5- Project Execution

- Project Manager's Skills
- Organization Support Services
- Establish Information System
- Project Binder Contents
- Supporting Plans
- Monitor and Control Project
- Manage Variances
- Changes Control Process
- Manage Technical Progress
- Manage Suppliers
- Manage Risks
- Manage Test and Acceptance
- Obtain Customer Sign-off

6- Project Close Out

- Closure and the Project Manager
- Closure Process

Microsoft Project Professional 2010

Course Contents

1- Task Entry

- Task entry
- Task summary
- Project phases
- Assigning duration
- Linking tasks (dependencies)
- Linking tasks from the Gantt chart
- Types of dependencies
- Lag time

2- Calendar

- Calendar types
- Base calendar
- Project calendar
- Task calendar
- Resources calendar
- Working times
- Time scale

3- Display

- Views
- Tables
- Critical path
- Network Diagram
- Gridlines
- Zoom Levels
- Gantt Wizard

4- Resources

- Resource types
- Entering the resources in the resource sheet
- Assigning resources to tasks
- Assigning work percentage to a resource
- Resource over allocation
- Resource leveling

5- Tracking

- Saving a base line
- Work variance
- Cost variance
- Posting actual progress
- Percentage complete
- Showing planned Gantt vs. actual
- Changing the status date
- Earned Value

6- Multi Project Files

- Sharing resources between two (multiple) files
- Viewing resource usage after sharing resources
- Inserting files into an overall view file
- Resource leveling and changes reflected on the original files

7- Reports

- Task sorting
- Task filtering
- Producing reports
- Project overview reports
- Current activities reports
- Costs reports
- Resources usage reports
- Reports Customization