Project Management Fundamentals & Microsoft Project 2013 Essentials

Overview
This instructor-led course teaches students how to develop and practice critical project management skills in an environment that is both conducive to learning and fun. Students will also learn the essential functions of Microsoft Project 2013.

The format combines instructor presentations with interactive team exercises, hands-on use of Microsoft Project software, and one-on-one mentoring to ensure maximum retention. The new skills can be applied immediately, allowing students to become more effective in their day-to-day project management responsibilities. Course exercises may incorporate your organization’s templates to reinforce the value of your organizational process assets and to improve adoption of the skills taught in the class. BlumShapiro’s templates used for exercises align with industry standards and may be adopted by your organization if they better match your objectives.

Audience:
This course is ideal for individuals responsible (or soon to be responsible) for managing, leading, coordinating and/or working on projects who have limited experience or knowledge of formal project management methods and would like to improve their skills using Microsoft Project. Anyone responsible for creating project task lists, schedules, budgets, resource lists, and project progress reports would benefit from taking this course.

Those who can benefit from this course include:
- Project Managers
- Administrators and managers responsible for coordinating, facilitating or managing projects and programs
- Members of process and performance improvement teams
- Marketing, training, and technical writing professionals
- Business subject matter experts moving into business or project leadership roles
- Business and Systems Analysts moving into leadership roles
- Users of Microsoft Project
- Technical service and support staff
- Technical professionals and engineers moving into project leadership and coordination positions
Learning Objectives
This course provides students the ability to:

- Describe the stages of the project management process
- Navigate the Microsoft Project user interface
- Define a new project
- Perform all required task planning and understand how to use task dependencies and task constraints properly
- Add resources to a project and assign resources to tasks
- Understand and view the Critical Path in a project
- Save a baseline for a project
- Enter task progress using three different methods of tracking progress
- Analyze project variance
- Create custom Views, Tables, Filters, and Groups
- Revise a project based on project variance
- Change a project based on change control methodologies and re-baseline the project using multiple methods
- Report on project progress by printing Views and Reports, and by using Visual Reports with Microsoft Office Excel and Visio
- Close a project

Course Includes:

- Student Handout
- Instruction from an experienced and certified Project Management Professional (PMP®) and Microsoft Certified Technology Specialist (MCTS)
- Eligibility for non-certification holders to claim 14 “contact hours” good toward the 35 required in order to sit for the PMP exam or the 23 required to sit for the CAPM exam

Schedule Format:

- 4 half day sessions onsite at BlumShapiro’s West Hartford office
- Class time is from 1:00pm to 5:00pm (including breaks)
Course Components:

**Project Management Overview**
- Definition
- Planning
- Execution
- Control
- Closure

**MS Project 2013 Overview**
- Project Guide
- Planning Wizard
- Navigating using Ribbon
- Gantt Chart Symbols
- Data Model
- Views, Tables, Filters and Groups
- Single Pane and Combination Views

**Project Definition**
- Project Information
- Properties
- Project Summary Task
- Standard Calendar

**Project Task Planning**
- Work Breakdown Structure
- Tasks (inserting, moving, deleting, notes)
- Milestones
- Setting Dependencies
- Leads and Lags
- Setting Constraints and Deadlines
- Setting Task Calendars
- Estimate task effort and duration

**Project Resource Planning**
- Manually Scheduled Tasks
- Creating Recurring Tasks
- Resource Types
- Resource Sheet view
- Alternate Work Schedules
- Cost Rate Tables

**Project Assignment Planning**
- Work Estimation Methodology
- Assign Resources and Work Estimates
- Duration Equation
- Task Types
- Effort VS Duration Driven Scheduling
- Cost Rate Table
- Material Resources
- Assign Resource Dialog
- Resource Filtering and Substitution
- Resource Overallocation
- Resource Leveling

**Project Execution**
- Critical Path Method
- Baselines, Rolling Baselines, Multiple Baselines and Interim Plans
- Tracking Project Progress
- Rescheduling Uncompleted Work

**Variance Analysis**
- Analyzing Schedules, Date, Work and Cost variances
- Custom Views, Tables, Filters, and Groups

**Project Reporting**
- Reports from Views
- Standard & Custom Reports
- Visual Reports

**Plan Revision and Change Control**
- Methods for Revising a Project Plan
- Revising Resources
- Change Control Management Process
- Rebaseling Methodologies

**Project Closure**
- Canceling unnecessary tasks
- Entering actuals
- Setting remaining Milestones to complete
- Saving project as a template

**Project Costing**
- Cost Formulas
- Analyzing Total Costs
- Cost Accrual Methods
- Resource Cost Rate Tables
- Multiple Fixed Costs
- Cost Resources

Courses developed and conducted by BlumShapiro certified instructors
For more information and to find out about other course formats,
Please visit http://consulting.blumshapiro.com/