

# **SMARTER PROJECT MANAGEMENT WITH MS PROJECT**

**Duration:** 5 days

## **SAQA Alignment**

The course is aligned to the following unit standards:

<b>ID</b>	<b>UNIT STANDARD TITLE</b>	<b>LEVEL</b>	<b>CREDITS</b>
120373	Contribute to project initiation, scope definition and scope change control	Level 4	9
120374	Contribute to the management of project risk within own field of expertise	Level 4	5
120384	Develop a simple schedule to facilitate effective project execution	Level 4	8
120372	Explain fundamentals of project management	Level 4	5
120375	Participate in the estimation and preparation of cost budget for a project or sub project and monitor and control actual cost against budget	Level 4	6
120385	Apply a range of project management tools and techniques	Level 4	7

## **Overview**

This 5 day course will help you to deliver smarter project solutions ...with higher quality, greater value and better accountability. You'll cover everything, from defining scope and gathering requirements...to planning and budgeting...to utilizing scheduling and control tools.

Our approach is to keep it practical and simple! Participants are actively involved in class through workshops, exercises and group discussions. Immediately apply the tools and techniques to workplace projects and issues. Participate in team building workshops using proven tools and techniques that can be applied to any project.

The seminar is designed for companies seeking to implement effective, profitable and practical skills so you can confidentially face and conquer even the toughest challenges. This workshop provides a common language between individuals at the implementation level – marketing, sales, project management, engineering, manufacturing or construction, test and assembly, shipping, installation as well as executive leadership. This Project Management seminar will ensure all members of the team are on the same page.

## **BENEFITS**

Here's all the help you need to get your projects and your career off the ground and running!

- Set practical goals for your projects—goals you can meet, regardless of "hitches"
- Set realistic schedules that are right on target
- Develop a project plan—and get that plan implemented
- Stay on top of schedules, workloads and “people problems”
- Break down a project into smaller, less intimidating tasks
- Save time and energy by “building in flexibility” rather than “putting out fires”
- Cope with squeezed budgets and stolen time
- Delegate in a fair and practical way within the project team
- Build your credibility with top management

## **OUTLINE**

### **Smarter Project Management**

**Duration** : 2.5 Days

#### **Concepts of Project Management**

- Benefits of project management
- Characteristics of a well-defined project
- Project tasks and the path they follow

#### **Scope Definition and Project Requirements**

- Defining scope in terms of business, technical, operational objectives
- Time-cost-scope tradeoffs and negotiations
- Gathering and documenting requirements
- Critical success factors and measures: project metrics
- Project risk management
- The Project Requirements Document as a decision-making tool

#### **Create the Project Charter**

- Write the Project Charter
- Consider the Project Charter's purpose

#### **Write a Statement of Work**

- Review a SOW
- Using a SOW
- Creating a SOW for internal projects

#### **Managing the Project Team**

- Recruiting Team Members
- Working with assigned team members
- Negotiate for resources
- Consider the Organizational Structure
- Identify leadership skills
- Implementing team building tactics
- Working through team issues
- Managing versus leading
- Identifying team development
- Work with global teams
- Identify team roles and responsibilities
- Analyze the resources and talents to completion

#### **Project Leadership**

- The central role of effective communications
- The project manager as motivator and problem-solver

## **Work Breakdown Structure (WBS) and Its Detailed Work Packages**

- Matching project objectives and methodology
- Using guides and templates, checklists and appropriate standards
- WBS: a planning, scheduling, staffing, budgeting and control tool

## **Project Scheduling: Network Logic and Dependency Analysis**

- The structure, functions, format and conventions of a logic network
- How to construct a network diagram, precedence diagramming, arrow diagramming
- Defining the project's critical path, free float and total float

## **Project Scheduling: Estimating the Work**

- Creating realistic and achievable estimates
- Defining estimates...types of estimates
- Targets vs. estimates vs. commitments

## **Project Costing**

- Costing an element of work
- Cost Estimating in Practice
- Preparing Project Budgets
- Basic Accounting for the Project Manager

## **Project Risk**

- Consider the risk-reward principle
- Use Qualitative Analysis
- Use Quantitative Analysis
- Create Risk Impact Statements
- Assign Risk Owners
- Create Risk Triggers

## **The Integrated Project Plan**

- Project schedule displayed as Gantt Chart, network diagram or spreadsheet
- Project resource utilization, cost or budget and milestone plans

## **Project Control and Reporting**

- Five sources of change to project scope
- How to conduct a net impact assessment
- Determining variances from the approved plan...the change control board
- Earned value overview
- Reporting project status and formats

## **Project Closure**

- Preparing a useful and brief final report

- Documenting lessons learned
- Securing final approvals and buy-ins
- Organizational, contractual and financial closures

<b>MICROSOFT PROJECT (2.5 DAYS)</b>			
<b>Subject</b>	Using Microsoft Project to manage projects.		
<b>Unit Standards</b>	<ul style="list-style-type: none"> <li>• 120385 - Apply a range of project management tools and techniques (Level 4 – 7 Credits)</li> </ul> On course completion delegates will be able to: <ul style="list-style-type: none"> <li>• Demonstrating an understanding of project management tools.</li> <li>• Using a range of project management tools.</li> <li>• Applying corrective action steps where project management tools and techniques usage problems occur.</li> </ul>		
<b>Pre-requisites</b>	Prior knowledge and skills to: <ul style="list-style-type: none"> <li>• Learners accessing this qualification will have demonstrated competence in mathematics and communication skills at NQF level 4 or equivalent.</li> <li>• Learners accessing this qualification will have demonstrated competence in computer literacy and applicable software at NQF level 4 or equivalent.</li> <li>• ID 120372 - Explain fundamentals of project management.</li> </ul> The estimated course duration may not be met should the learner not have achieved these prerequisites		
<b>Modules</b>	<table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 50%;"> <p><b>Introduction</b>            The Project Triangle            Planning the Project            Manage the Project            The Microsoft Project Screen</p> <p><b>Building the plan</b>            Starting a new Project            Setting up the project calendar            Entering Tasks            Editing and Rearranging the Task List            Saving the Project</p> <p><b>Working with Tasks</b>            Entering a Milestone            Recurring Tasks, Outlining Tasks            Linking Tasks, Dependencies            Adding Lead or Lag time            Task Deadlines            Splitting Tasks</p> <p><b>Working with Resources</b>            Working with a resource list            Creating a Resource List:            Resource Calendars            Assigning Resources to Tasks            Effort Driven Scheduling            Over-allocated Resources</p> <p><b>Working with Costs</b>            Assigning Costs to Resources            Assigning Fixed Costs            Define when costs accrue            Examining the costs of tasks or resources or the entire project</p> <p><b>Reviewing the Project Plan</b>            Check the finish or start date            Identifying the Critical Path            Using a filter and sorting information</p> </td> <td style="vertical-align: top; width: 50%;"> <p><b>Adjusting the Project plan</b>            Adjusting Task Dependencies            Changing Constraints            Adding resources</p> <p><b>Save the Baseline</b>            Saving with a baseline            Saving Interim Plans</p> <p><b>Tracking Progress</b>            Update Task progress            Update actual work by time period            Check for variance            Enter actual task costs manually            Compare task costs to budget            Find over-allocated resources            Delay a task</p> <p><b>Communicating the Plan</b>            Printing and Page Setup            Formatting Views            Filtering, AutoFilters, Customising Views            Creating New Views and Reports</p> <p><b>Sharing Resources</b>            Sharing a Resource Pool            Updating the Resource Pool            Review resource assignments in all projects</p> <p><b>Working with Multiple Projects</b>            Working with Multiple Projects            Creating a Dependency between Tasks in Different Projects            Working with Large or Complex Projects            Dependencies between Projects</p> </td> </tr> </table>	<p><b>Introduction</b>            The Project Triangle            Planning the Project            Manage the Project            The Microsoft Project Screen</p> <p><b>Building the plan</b>            Starting a new Project            Setting up the project calendar            Entering Tasks            Editing and Rearranging the Task List            Saving the Project</p> <p><b>Working with Tasks</b>            Entering a Milestone            Recurring Tasks, Outlining Tasks            Linking Tasks, Dependencies            Adding Lead or Lag time            Task Deadlines            Splitting Tasks</p> <p><b>Working with Resources</b>            Working with a resource list            Creating a Resource List:            Resource Calendars            Assigning Resources to Tasks            Effort Driven Scheduling            Over-allocated Resources</p> <p><b>Working with Costs</b>            Assigning Costs to Resources            Assigning Fixed Costs            Define when costs accrue            Examining the costs of tasks or resources or the entire project</p> <p><b>Reviewing the Project Plan</b>            Check the finish or start date            Identifying the Critical Path            Using a filter and sorting information</p>	<p><b>Adjusting the Project plan</b>            Adjusting Task Dependencies            Changing Constraints            Adding resources</p> <p><b>Save the Baseline</b>            Saving with a baseline            Saving Interim Plans</p> <p><b>Tracking Progress</b>            Update Task progress            Update actual work by time period            Check for variance            Enter actual task costs manually            Compare task costs to budget            Find over-allocated resources            Delay a task</p> <p><b>Communicating the Plan</b>            Printing and Page Setup            Formatting Views            Filtering, AutoFilters, Customising Views            Creating New Views and Reports</p> <p><b>Sharing Resources</b>            Sharing a Resource Pool            Updating the Resource Pool            Review resource assignments in all projects</p> <p><b>Working with Multiple Projects</b>            Working with Multiple Projects            Creating a Dependency between Tasks in Different Projects            Working with Large or Complex Projects            Dependencies between Projects</p>
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**Who should attend**

- Project Managers and Team Leaders

- Supervisors, Managers and Department Heads
- Anyone who wants to manage projects from start to finish with greater effectiveness and efficiency