

Enhancing Project Management success with Microsoft Project®

Course Format:

The course is a mix of presentations, discussions (Q&A), and extended group exercises. Teamwork on a realistic, major project is recommended.

Pre-Requisites:

General PM Knowledge (Simplified PM), Microsoft® basic user skills.

Duration:

5 days; offered on demand basis and at client's location.

Contact Hours/PDU: 35

Course Description:

Microsoft Project® is an easy-to-use, versatile tool that can be used not only for scheduling, but also for cost estimating and control, contingency and resource management, project communications and other project management requirements. Much more than being a walk through the functionality of MS Project®, the workshop is offered as a practical application using real life projects chosen by the participants.

Each step is explained and then practiced with individual guidance from the facilitator.

Furthermore its implementation is constantly cross referenced to the project planning and control processes and is not an isolated activity alien to the reality of the project.

MS Project® is then used to perform and communicate integrated project control results using the Earned Value technique on simulated project progress.

Learning Objectives/Outcomes:

- Apply project scheduling concepts to a real project
- Create a multitude of project documents using MS Project®
- Meaningfully support decision making in project management.

Who should Attend:

All Newcomers to scheduling applications, practitioners of MS Project® who wants a refresher course or learn a new approach, project schedulers who want to obtain a holistic view of their contribution to a project and PMO members who wish to learn the scope of application of MS Project®.

Course Section, Category, and Code:

PM Tools Related Training
MS Project
TO03

Relevant Courses:

- Simplified PM - The SUKAD™ Model (course code: CC08)
- Introduction to Project Management (course code: CC13)

How to Register:

- Send an email to info@sukad.com
- Call us on +971 4 367 1976
- Visit our website www.sukad.com

Discounts:

- 5% - 10% discount is applicable for early registration & payment
- Group discounts available

Course Outline:

1. Defining activities based on the project Work Breakdown Structure	2. Activity sequencing, duration estimating (using PERT) and critical path analysis (CPA)
3. Demonstration of Critical Path Method (CPM), PERT and network diagrams	4. Time and cost contingency allowance using 3-point estimates
5. Creating resource histograms, cost estimates, S-curve and California graph	6. Obtaining client and sponsor approval using MS Project® generated documentation
7. Creating Earned Value graphs and reports	8. Forecasting the effect of scope changes on the project completion date

About SUKAD™:

SUKAD™ is an established centre of excellence for Project Management in the Middle-East with proven global expertise. SUKAD™ specializes in providing end to end project management solutions in education, training, and advisory/consulting services.

We have brought together a highly professional resident team and an impressive global network that includes some of the thoughts leaders in project management.

Through the extensive expertise of its team and network SUKAD™ has developed its own approach to managing projects, the SUKAD™ Way. This approach is based on the latest thinking in project management, allowing SUKAD™ to provide its clients with a truly unique learning experience and support services.