

Managing Projects with MS Project®

Key Benefits

- 1 Create realistic, achievable project plans
- 2 Communicate better with all stakeholders
- 3 Utilize resources effectively, even on multiple projects
- 4 Track and control progress with precision
- 5 Estimate project durations with ease
- 6 Create informative custom reports
- 7 Collaborate using email and the Internet
- 8 Improve cooperation and collaboration with remote team members
- 9 Share resources across multiple projects effectively

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By Ron Black

Managing projects the easy way

*A one- to three-day custom seminar for
project teams and their managers*

Introduction

Project success is largely dependent on the team's ability to communicate, collaborate, and commit to a specific course of action, with a limited set of resources, over a minimal amount of time. This delicate and complex balancing act requires project teams *to manage an enormous amount of detail without losing sight of the big picture.* Indeed, successful project teams must be able to zoom in and zoom out—micro vision to macro vision—without missing even the smallest item, and without veering off course.

Some project teams are drawn into the detail to such a degree that the project is put at risk. Others focus on the deadline with such voracity that key elements are skimmed over.

The most productive response to this project management paradox is an integration of the project management process (a common approach and vocabulary with effective planning, scheduling, resource allocation, task and duration estimating, tracking, and reporting) with an effective

communication system. In the age of geographically diverse teams, communication is best served when project information can be collected and distributed via email or the Internet.

In a field of over 300 project management software products, Microsoft Project has become the dominant choice—a tool now used by almost seven out of ten project-driven organizations.

These organizations understand that *project skills are no longer relegated to a few key individuals.* They realize that an essential component of their long-term success is a staff grounded in the ability to achieve—that a basic fluency in the *process*, the *vocabulary*, the *methodology*, and the *software* of project management are all essential.

Course Description

The seminar is designed to integrate your project management process and MS Project. While Project is a feature-rich tool and thereby adaptable to many diverse users, the software is most effective when organizations wrap it around their project needs rather than wrapping their project around the software's robust feature set.

Consequently, this seminar is custom tailored to provide the easiest, most effective integration of your organization's needs with the features available in Project. When no project management process has been

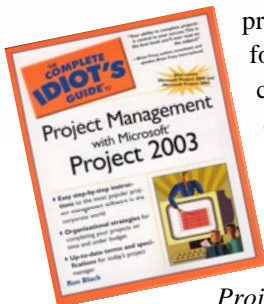
established for the organization, a basic methodology is provided and integrated into the course.

For tailoring purposes, consideration is given to the participant's level of knowledge and experience, the type of projects typically undertaken, and the intended level of software utilization:

1. **Basic CPM and PERT scheduling**—establishing the work breakdown structure, critical path analysis, determination of slack, establishing resource requirements, establishing and using costs, loading and leveling resources, setting baseline schedules, establishing milestones, tracking progress, updating and statusing via email, and project reporting.
2. **Managing multiple projects**—creating master projects and sub-projects, using resource pools, routing plans for approval or collaboration, and special tracking and controlling considerations.
3. **Advanced techniques**—expedite (crash) analysis, fast track scheduling and analysis, assessing project risk with PERT analysis, establishing process control documents, creating task duration databases, importing and exporting information, sharing information via the Web, Project Central considerations.

A comprehensive, custom-tailored Action Guide is provided. It includes many ready-to-use project management

procedures, forms, and checklists. A copy of Ron's book, *The Complete Idiot's Guide to Project*



Management with Microsoft Project 2003 is also available.

Interactive lecture, demonstration, guided practice, group discussion, and exercises are used to aid the student's integration of concepts and techniques.

Who Should Attend?

Project managers, project sponsors, and all members of the project team will benefit by attending this seminar.

Course Outline

Understanding Project Management

Key Considerations

- Roles of the Project Manager
- Significance of Projects

The Project Management Process

- The Project Lifecycle
- Process Models
- Stage-Gate Control Documents

Success Strategies and the PM Process

- Initiation and Definition
- The Planning Process
- MS Project's Role
- Components of Your Plan
- The Planning Checklist

Step 1. List the Work and Milestones

- Decomposing the Work
- Getting Around in Project
- Getting Help
- Starting a New Project
- Entering Project Information
- Entering Work Breakdown

Step 2. Plan the Time Dimension

- Estimating Durations
- Entering Task Time Estimates

Step 3. Establish Workflow

- Dependencies
- Linking Tasks
- Accidental Constraints
- Task Information Dialog Box
- How to Use Constraints
- Project Duration
- Task Start and Finish
- Critical Path
- Slack and Float
- Communication Tool
- Monitoring Baseline
- Other Key Views and Displays
- Normal Scheduling

- Fast Track Scheduling
- Expedite Scheduling

Step 4. Set Available Resources

- Creating a Resource List
- Effort-Driven Scheduling
- Assigning Resources to Tasks
- Resource Leveling
- Working with Calendars

Step 5. Measure & Control Progress

- Setting a Baseline
- Collecting Information
- Activity vs. Accomplishment
- Perfection vs. Success
- Keeping it Simple as Possible
- Updating Your Plan
- The Tracking Gantt
- Using Multiple Baselines
- Setting Expectations
- Controlling Slack
- CPM's Four Key Charts
- Network Diagrams
- Resource Usage
- Cost Control Charts
- Variance Charts
- Project's Standard Reports
- Customizing Reports
- Communicating with Email
- Sending and Routing Plans

Additional Project 2003 Topic Areas

- Managing Multiple Projects
- Expedite Analysis Techniques
- Sharing Data with Others
- Publishing Projects on the Web
- Using EPM and Web Access

Course Duration

Depending on the participant's entry-level knowledge and the level of Project utilization desired, one to three training days are required. One day is adequate for project teams with basic project management skills and two or more days allow considerable tailoring of content and hands-on learning.

Contact Information

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