# About Advisicon

Advisicon delivers strategic project control solutions using advanced project and portfolio management methodologies, custom application development and consultative training.

Our clients throughout North America and Latin America have realized quantifiable results through our unique approach of combining knowledge transfer, optimization and sustainability of processes and technology while increasing stakeholder competencies.

## Consulting and Training Services

* SharePoint & business intelligence training & consulting
* Project, program and portfolio methodology & technology training
* Project management office & Program management organizational maturity consulting
* Lifecycle management; organizational change and productivity solutions with integration consulting
* Assessments and optimization consulting for project and work management
* Microsoft® Project, and Project Server solution and integration consulting (all versions)
* Microsoft® SharePoint Services and Server solution and integration consulting (all versions)
* Dynamic project scheduling, program administration and staffing services and consulting
* Proprietary consultative technology and methodology training curriculum (public and customized)
* Business process and ERP system integration solutions and consulting (e.g. SAP, Dynamics, Lotus, IBM, Oracle)
* Custom application development (complex databases, integrations, reports, workflows and dashboards)

### Microsoft Gold Certified Partner

Advisicon is Microsoft Gold Certified Project and Portfolio Management Partner – Microsoft’s highest partner ranking with competencies in Collaboration and Content and Learning.

### Project Management Institute Global Registered Education Provider (REP)

Advisicon is a Global Registered Education Provider (REP) of the Project Management Institute (PMI). Our clients have confidence knowing that they have chosen an organization that is qualified to provide the highest level of project management training, and the convenience of receiving Professional Development Units (PDUs).

### Knowledge Transfer

Advisicon consultants first learn the key business drivers to any successful solution. Simultaneously, Advisicon consultants teach clients to internalize and standardize project management best practices and use of technology. Clients receive task-specific coaching, in-depth process development, customized project management methodology and supervised training with the technology.

### Optimization

Advisicon consultants integrate project management best practices and project management technologies to fit each client’s organizational structure, strategy, goals and culture.

### Sustained Results

Through Advisicon’s phased approach, our clients are able to adopt and implement strategic project management improvements one step at a time, growing from one level of project management maturity to the next. Through this process of optimization and knowledge transfer, Advisicon clients realize sustained results and scalable business options.

# Training Programs

Advisicon offers courses in both methodology and technology. Our methodology courses cover project management best practices, while our technology courses teach the implementation of project management best practices with Microsoft tools.

## Advisicon Project Management Courses

### Practical Project Management

Learn how to manage projects from initiation to close-out. This practical course teaches participants how to successfully initiate, plan, execute, control and close-out projects applying industry best practices. Students will learn project management concepts, helpful standard terminology, and established methods based on the Project Management Institute (PMI®) Project Management Body of Knowledge (PMBOK®).

### Mastering Requirements Gathering

Learn how to gather and manage project requirements successfully. This course teaches participants how to elicit, characterize, document, analyze, validate, verify and manage requirements for new projects, products and services. Participants will learn how to define and document high-level business requirements, identify user classes & representatives, select elicitation techniques, differentiate and prioritize functional & non-functional requirements from users, identify business rules, and review and verify requirements with stakeholders.

## Advisicon Microsoft Technology Courses

### Managing Projects with Microsoft Project

Learn how to use Microsoft Project to build, optimize and manage project schedules. This course teaches participants how to use Microsoft Project to successfully create, track, manage and modify project schedules and resource pools. Participants will learn how to apply best practices, tips and tricks to planning and managing projects with Project.

### Microsoft Project Server for Administrators

Learn how to configure, customize, administer and support Microsoft Project Server. Administrators will learn how to configure, customize and support Project Server. This course trains participants to set up and support enterprise-wide project management standards, templates, resource pools, custom fields, management metrics and reporting, as well as how to manage Project Web App.

### Microsoft Project Server for Project Managers

Learn how to build, publish, and manage project schedules, issues, risks, deliverables, resources, and documents across an enterprise with Microsoft Project Server. Project Managers will learn to build, track and manage project schedules with Microsoft Project Professional and publish them to Project Server, and how to track, analyze, and report on projects through Project Web App.

### Microsoft Project Server for Team Members

Learn how to use Microsoft Project Server to contribute to projects across an enterprise. This course trains participants how to update and manage project tasks, enter and report on risks, issues, documents and new tasks through Project Web App.

### Using SharePoint for Effective Project Management

Learn to use Microsoft SharePoint to manage project team collaborate on projects. This course teaches participants how to design, create customize and use SharePoint to collaborate, share documents, communicate and coordinate project activities, deliverables, communications, risks, and issues.

# Advisicon Flowcharts

Advisicon has created a very practical set of project management flowcharts to help project managers, PMOs, and project team members plan, collaborate, and track project activities more effectively.

1. Project Management lifecycle [PM Lifecycle Flowchart v5.3 Februrary 2001.pdf]
2. Technical Project lifecycle [Technical Project Lifecycle v3 3 Apr 08.pdf]
3. Managing Requirements throughout the Project Management Lifecycle [Requirements Gathering in the PM Lifecycle Flowchart v1.2-02282011.pdf]
4. Project Requirements Gathering Process [Project Requirements Gathering Process Flowchart v5 4-02172011.pdf]
5. Managing Issues and Risks [Issues Risk Flowchart v3.1Rev5.pdf]
6. PPM Lifecycle [Scalability Flowchart\_v0.2.pdf]

# Advisicon Project Management Tools

Advisicon has created several project management tools to help project managers, PMOs, and project teams standardize and apply project management best practices. These tools will provide valuable project insight and analysis and save you days and weeks of work. You don’t need to reinvent the wheel! Get the tools you need to manage your projects more effectively today!

RACI Charts, Project Risk Register, Stakeholder Support Analyzer, and Risk Analyzer are just some of the tools we offer.

## Optimization, Knowledge Transfer, and Sustained Results

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