

Project Level 1 - Fundamentals

What Can You Expect?

This introductory course provides learners with core skills and foundational knowledge on Project Management. A learner gains a basic understanding of what a project involves and uses MS Project as a planning tool. The learner will have basic exposure to MS Project.

What Is Required From You?

Staff who are working in a project environment who need to learn the fundamentals of managing a project and working in MS Project.

This course should be attended prior to attending the MS Project Intermediate course if a learner has not completed a Project Management course, as it will provide essential theory and background knowledge.

2 Day Course Content

Topics covered in this Workshop

- Basics of project management
 - Defining a Project
 - Project vs Non-Project
 - Role of a Project Manager
 - Life cycle of a Project
- Defining the concept of a Project
- Using MS Word to build a Statement of Work
- Identify Stakeholders
- Identify Resource Requirements
- Using MS Excel for resource and cost valuation
- Project planning with MS Project
 - Project Properties,
 - Setting Tasks,
 - Summary Tasks,
 - Working with duration,
 - Task Dependencies,
 - Setting up Resources,
 - Assigning Resources to Tasks,
 - WBS
 - Critical Path
 - Set Baseline
 - Basic tracking
 - Reporting in MS Project
- Present overall Project in MS PowerPoint

What Will I Take Back To Work With Me?

Become an effective project team member, learn to organise resources, work to deadlines, control project change, and generate maximum performance.



Project Level 2 - Intermediate

What Can You Expect?

This course is designed for a person who has an understanding of project management concepts, and is responsible for creating and modifying project plans, and requires a tool to manage those project plans.

What Is Required From You?

Learners should be familiar with using a mouse and keyboard. They should be comfortable in the Windows environment and be able to use Windows to manage information. Specifically learners should be able to launch and close applications; navigate to information stored on the computer; and manage files and folders. Learners should have completed Windows Introduction or possess equivalent knowledge prior to attending this course.

2 Day Course Content

Getting Started with Project

- Understand Project Management
- Basics Understand the Screen Layout

Create a Project Plan

- Specify Project Information
- Add File Properties
- Enter Tasks and Durations
- Create a Milestone
- Adjust Column Definition
- Move and Copy Tasks
- Insert a Task
- Create a Recurring Task
- Delete a Task

Creating Dependencies

- Understand Dependency Types
- Link/Unlink Tasks
- Change a Dependency
- Utilise Lead and Lag Time
- Display the Critical Path

Setting Up Resources

- Enter Resource Information
- Set-up an Increase
- Add a Resource Note

Scheduling Resources

- Assign Resources to Tasks
- Remove a Resource Assignment
- Assign a Resource to a Summary Task
- Understand Effort Driven Scheduling

View and Modify Project Costs

- Analyse Task/Resource Costs
- Enter Fixed
- Create a Task Note

Working with Calendars

- Add Public Holidays to the Project Calendar
- Modify Project Working Hours
- Create a New Calendar
- Apply a Calendar to a Task/Resource

Resource Management

- Resolve Over Allocations Manually
- Level Resources

Finalise the Project Plan

- Set Task Constraints
- Save a Baseline/Interim Plan

Monitoring Project Progress

- Analyse Project Statistics
- Enter Completion
- Split a Task

Report Project Information

- Add/Format a Progress Line
- Split a Task
- Filter, Group and Sort Information
- Modify & Print Views
- View Predefined Reports

What Will I Take Back To Work With Me?

You will learn the practical process of running a project using MS Project; setting up an actual project and how to make use of the software's advanced features and capabilities.



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Project Level 3 – Advanced

What Can You Expect?

This course is designed for learners who work confidently in Project and need to gain knowledge of the advanced features and capabilities of Project.

What Is Required From You?

Learners should be familiar with using a mouse and keyboard. They should be comfortable in the Windows environment and be able to use Windows to manage information. Specifically learners should have attended Project Intermediate or possess equivalent skills prior to attending this course.

2 Day Course Content

Working with the Network Diagram

- Create a Project in the Network Diagram
- Add New Tasks
- Link Tasks
- Create an Outline Structure
- Format the Network Diagram
- Create a New Template
- Print the Network Diagram

Estimating Task Durations Accurately

- The Scheduling Formula
- Understand PERT Analysis
- Optimistic, Expected & Pessimistic Durations
- Set PERT Weights
- Re-calculate PERT

Managing Resources

- Create a Resource Pool
- Link to a Resource Pool
- Create & Assign Equipment Resources
- Create & Assign Material Resources
- Utilise Cost Rate Tables for Multiple Rates
- View Costs for Material Consumption

Fine-Tune Resource Assignments

- Use Effort-Driven Scheduling
- Modify Task Types
- Delay the Start of Assignment Work
- Apply Task Contours

Consolidating Projects

- Create a Master Project
- Insert Sub-Projects
- Create Dependencies between Projects

Sharing Information with Other Programs

- Create a Project Plan Snapshot
- Insert a Snapshot into a Word Document
- Insert a Snapshot into a Presentation
- Insert a Snapshot into a Spreadsheet
- Copy and Paste Project Data
- Save a Project as a Web Page
- Use and Modify Project Mapping
- Analyse Time scaled Data in Excel

Tracking Actual Values

- Enter Actual Start and Finish Dates
- Mark Tasks Complete as Planned
- Enter Actual Duration
- Modify Remaining Duration
- Enter Actual Work
- Enter Actual Costs

Earned Value Analysis

- Set the Project Status Date
- Display the Earned Value Table
- Create Calculated Fields
- Create a Stop Light Report
- Analyse Cost Variance

Work Breakdown Structure

- Define WBS Codes
- Create & Display Outline Codes

Customise Project

- Create and Run a Macro
- Create a Toolbar
- Use the Organiser

What Will I Take Back To Work With Me?

When you walk out the door after attending this course, you will have a better understanding of how to use the many features available in MS Project to manager your project simpler and more effectively.



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