Planning and Managing Projects using Microsoft Project™ (MSP)

Overview

Effective use of project management tools are essential in today's project environments. Tools accelerate the systematic capture and organizing of project information into plans that can be easily managed and tracked. Tools help businesses meet challenges in project scheduling and resourcing, consistent and accurate forecasting, and reporting of timely, reliable information.

Microsoft Project™ 2002 (MSP) offers a comprehensive suite of easy-to-use yet powerful project management tools. From step-by-step project guides to enterprise-wide resource management, MSP provides project managers, team members, executives and project office staff with unparalleled breadth and depth in cost-effective capability.

IPS training programs in Microsoft Project™ teach the use of MSP in support of a systematic, comprehensive and integrated consistent project management process. Through dynamic presentations, interactive exercises, and case-study laboratory work, skills and knowledge required for cost-effective usage of MSP are quickly learned. IPS offers a selection of MSP course programs to fit the need of each student and organization.

IPS Associates Asia has been designated Microsoft's™ official regional partner for Microsoft Project solutions. IPS consultants offer a wealth of expertise in this industry-leading toolset, with extensive experience in its application, both in small-scale projects and the most challenging and demanding complex programs.

Objectives

All IPS training courses in MSP provide participants with an understanding of:

- Vital features and functionality of MSP, whether planning an individual project or managing an enterprise-wide portfolio

- How MSP supports the IPS project management methodology

- Application know-how for optimal usage of the full capabilities of MSP

Benefits

Organizations and course participants benefit from IPS' training programs in project management using MSP in several ways:

- Positive, hands-on exposure to all key functionalities required to successfully manage projects

- An understanding of how MSP supports a systematic approach to managing projects from initiation through to closure

- Undertaking challenging exercises that simulate real-life project planning problems and dilemmas

- Increased return on investment in the world's leading project management software tool

- Improved business decision-making through more timely and reliable project training, tracking, and reporting of data

More than just training participants in tool operation, IPS presents MSP as a complement, enhancement and implementation approach to processes introduced in the IPS project management and project portfolio management training courses.

Target Audience

IPS offers a selection of MSP training programs which provide wide-ranging coverage of needs for both individual and enterprise. The courses are recommended for project managers, team members, project office personnel, and any professionals in need of MSP for scheduling and resourcing projects.

Prerequisites: none
(Project management process training an advantage)

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Content and Process

IPS offers three courses in MSP:

- Microsoft Project Essentials
- Microsoft Project Advanced
- Microsoft Project Enterprise

Each course is fully compatible with IPS' industry-proven methodologies for project and project portfolio management. The same interactive teaching approach and process is used as for all IPS courses to reinforce the learning experience. Utilization of structured exercises allows students to apply the concepts presented to a case study.

By the end of each course, participants will have acquired sufficient technical skills, knowledge and guidance to successfully plan, optimize, track and report status of their projects.

Outline

Microsoft Project Essentials covers:

- Work breakdown structure development
- Preliminary schedule creation
- Estimation and resource loading
- Resource commitment analysis
- Plan adjustment to meet schedule and resource constraints
- Baseline plan considerations
- Plan update methods
- Variance analysis
- Adaptive action planning
- Project progress reporting
- Completed project plan evaluation

Microsoft Project Advanced covers:

- All topics as in *Microsoft Project Essentials* and in addition:
- Process-tools integration considerations
- Plan quality review techniques
- Budgeting and cost control
- Status collection methods
- Advanced variance analysis techniques
- Alternative reports and dashboards
- Tool customization
- Additional practical exercises

Microsoft Project Enterprise covers:

- Project portfolio management overview
- Project plan templating
- Project guide customization
- Enterprise resource pools
- Online team collaboration
- Executive oversight and insight
- Project portfolio analysis
- Portfolio optimization
- Project office and system administration
- Customized deployment

Summary

All IPS courses in Microsoft Project™ provide a unique and efficient way to rapidly acquire crucial skills in utilizing the world's leading project management software, for immediate, increased effectiveness in project management.

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	Microsoft Project Essentials	Microsoft Project Advanced	Microsoft Project Enterprise
Duration	1 day	1.5 days	1 day
Compatible S/w	Project 98 Project 2000 Project 2002 Standard Project 2002 Professional	Project 98 Project 2000 Project 2002 Standard Project 2002 Professional	Project 2002 Professional + Project 2002 Server
Topics			
Project Mgt Challenges	X	✓	Portfolio Challenges
Project Mgt Process Review	X	✓	Portfolio Process
Defining Project Parameters	X	✓	Project Office
Project Guide	2002 only	2002 only	Project Templates
Smart Tags	2002 only	2002 only	Customizing Guides
Work Breakdown Structure	✓	✓	Enterprise Resource Pool
Creating Schedules	✓	✓	Skill-based Resourcing
Logical Dependencies	✓	✓	Resource Substitution
Estimating Duration	✓	✓	Publishing Schedules
Display Options	✓	✓	Collaboration Tools
Filters	✓	✓	Timesheets
Constraints	✓	✓	Status Reporting
Critical Path	✓	✓	Email Notifications
Level of Detail and Rollup	✓	✓	Document Libraries
Defining Resources	✓	✓	Issue Tracking
Calendars	✓	✓	Portfolio Views
Assigning Resources	✓	✓	Portfolio Analysis
Work vs. Duration	✓	✓	Scenario Modeling
Resource Analysis	✓	✓	View Customization
Budgeting and Cost Control	✓	✓	XML Applications
Plan Quality Review	X	✓	Project Administration
Meeting Schedule Constraints	✓	✓	Administration Operations
Meeting Resource Constraints	✓	✓	
Resource Leveling	✓	✓	

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Project Baselines	✓	✓	
Updating Status	✓	✓	
Status Collection Techniques	X	✓	
Analyzing Variances	✓	✓	
Critical Path Analysis	✓	✓	
Dependency Conflicts	X	✓	
Re-optimization of Plan	✓	✓	
Re-baselining	✓	✓	
Generating Reports	✓	✓	
Graphical Indicators	X	✓	
Project Dashboards	X	✓	
Complete Case Study	✓	✓	
Supplementary Labs	X	✓	
Creating Macros	X	✓	
Customizing Toolbars	X	✓	