Project Planning & Control Using Microsoft Project 2019

Course Overview:

This course is mainly designed for Project Management Professionals who wish to learn how to plan and control projects in an established project control environment with or without resources and roles. It is a hands-on training on Microsoft Project 2019 solution. Participants will gain hands-on experience building a new schedule, updating/monitoring the schedule, and generating reports. Participants also gain a thorough background in the concepts of planning and scheduling.

DURATION

3

DAYS

What You Will Learn

Project Planning & Control Using Microsoft Project 2019

This Microsoft Project training course leads you through the entire project life cycle, from planning to execution. You'll develop a thorough understanding of how to plan and sch·edule a project.

This course provides hands-on training for Microsoft Project software.

Course Pre-Requisite

01 Fundamental Project Management Knowledge

02 Knowledge of Windows

Course Content

- Introduction
- Required Background Knowledge
- Purpose of Planning
- Project Management – Process Knowledge Matrix
- Project Planning Metrics
- Planning Cycle
- Creating a Project Schedule
- Understanding Planning and Scheduling Software

- Understand Your Project
- Level 1 – Planning without Resources
- Level 2 – Tracking Progress without Resources
- Level 3 – Planning with Resources and /or Costs
- Level 4 – Tracking Progress of a Resourced Schedule

Target Audience

- Project Manager
- Planning Engineers
- Project Controllers
- Schedulers

- Functional Implementers
- Project Analysts
- Project Team Members

Our Trainers

Our trainers are experienced planners, resource and project managers with experience of implementing project management systems for various clients in Rail, Construction, Oil & Gas, and Telecommunication sector

Course Agenda

Day 1

9.00 am – 11.00am **Introduction**
- Your Objective
- Planning & Managing Project, what is Project
- Required Background Knowledge
- Purpose of Planning
- Project management – Process & Knowledge Matrix
- Project Planning Metrics
- Planning Cycle

11.00am - 11.15am Coffee Break

11.15am – 12.30pm **Creating a Project Schedule**
- Understand your Project
- **Level 1 – Planning without Resources**
- Creating Projects
- Defining Calendars

12.30pm - 1.30pm Lunch Break

1.30pm -3.15pm **Level 1 – Cont...**
- Defining the Project WBS Using outlining
- Defining, Adding and Organizing Tasks
- Adding the Logic Links
- Developing a Closed Network

3.15pm - 3.30pm Coffee Break

3.30pm – 5.00pm **Level 1 - Cont...**
- Constraints
- Risk Analysis
- Contingent Time
- Printing and Reports

Day 2

9.00am – 10.00am **Level 2 – Tracking Progress without Resources**
- Setting the Baseline Schedule

10.00 am - 10.15am Coffee Break

10.15am - 12.30pm **Level 2 - Cont...**
- Tracking Progress
- Corrective Action

12.30pm - 1.30pm Lunch Break

1.30pm – 3.15pm **Level 3 – Planning with Resources and Costs**
- Estimating or Planning for Control

3.15pm – 3.30pm Coffee Break

3.30pm – 5.00pm **Level 3 – Cont...**

- The Balance Between the Number of tasks and Resources

Day 3

9.00 am - 10.00 am **Level 3 – Cont...**

9.00an
- Creating and Using Resources
- Resource Calendars, Task Types and Driving Resources

10.00am -10.15am Coffee Break

10.00an

10.15am - 12.30pm **Level 3 Cont...**

10.15ar
- Resource Optimization

12.30pm -1.30pm Lunch Break

1.30pm - 3.15pm **Level 4 – Tracking Progress of a Resourced Schedule**
- Updating Projects with Resources

3.15pm -3.30pm Coffee Break

3.30pm - 5.00pm **Level 4 – cont...**
- Type of Tasks – Links
- Type of Constraints

Mode of Delivery

Classroom/Live Virtual Class (LVC)

Follow on Courses

Project Planning & Control Using Primavera P6 Client Fundamental
Project Planning & Controls Using Primavera P6 Client Advanced
Primavera P6 Application Administration (P6A)
Advanced STO Planning, Scheduling, & Project Controls
Managing Risk in Primavera Risk Analysis Rel 8.6

Related Services

IPEC Premier Support
IPEC Outsourced Managed Planning & Scheduling Services
Primavera Implementation Services

All our courses are accredited by AACE International; a leading authority in cost, risk and schedule management for programs, projects, assets and services

For more information, please contact:

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