

Project Management Integration with Microsoft Project (2 Days)

Overview

This course focuses on the application of Microsoft Project Professional software to plan, execute, and manage projects. The course's emphasis is on applying the Project Management Institute's (PMI®) *A Guide to the Project Management Body of Knowledge, (PMBOK® Guide)* – Fifth Edition, Project Management Institute, Inc., 2013¹ framework in the context of a case study and supporting scenarios that use Microsoft Project Professional 2007 or 2010 to capture project data that is generated over the project's life-cycle. This course also covers the application of other related project management tools, such as MindJet's MindManager® brain-storming software and Palisades @Risk® risk management software.

Special Features

This course uses both hands-on tutorial and lecture. Participants learn how to translate the PMI®'s approach to project management into a practical project management plan, focusing on the use of knowledge area management plans, guidelines, and templates.

Topic Highlights

A combination of lecture and hands on application of MS Project using Case Studies and Scenarios will be used to enhance learning. Special project management topics such as Program Evaluation and Review Technique (PERT), simplified Earned Value Analysis (EVA), establishing baselines, assigning and leveling resources and costs, tracking progress, reporting, sharing information between software applications, managing multiple projects, and closing a project are addressed. Topics covered include:

- Review of the PMI®'s project management framework
- Set-up and navigation of the MS Project software application
- Introduction to a standardized project management life-cycle and supporting tools, techniques, guidelines, and templates.
- Introduction to the course case study problem statement
- Use of the MindJet, Inc., Mindmap® software to capture project scope, define deliverables, and develop a work breakdown structure (WBS).

¹ PMI®, Project Management Professional (PMP)®, Project Management Institute, *A Guide to the Project Management Body of Knowledge, (PMBOK® Guide)* – Fifth Edition, Project Management Institute, Inc., 2013, and R.E.P. logo are registered marks of the Project Management Institute.

- Critical Path Method / PERT Scheduling in MS Project
- Assigning Resources and Costs
- Setting Baselines, Tracking Progress, and Closing the Project
- Sharing Project Information with Other People and Software Applications

Audience

This course is also intended for individuals are project managers or program directors or above and who have planning, executing, monitoring, and controlling one or more projects. Course participants should have project management experience and be generally knowledgeable of the PMI framework and methodology.

Participants should have a general working knowledge of MS Windows and Office applications.

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