SETC Training Corporate Logo

Project Management Training: Blending Theory & Tools (PMBLE, 4 jours)

Description

Project management is the art of guiding a project or process towards successful completion. Today's corporate projects are complex in that they require the effective coordination of large multi-disciplinary teams and the allocation and management of vast resource portfolios. Effective project management is the key to a successful project. The course Blending Theory & Tools (Project Management Training) equips the business professional with leading edge methodologies and practices in the project management field as they are applied with Microsoft Project Pro. Project management is a requirement for professionals in many areas of expertise, with many employers now identifying project management skills as vital to corporate success.

Tarifs

- Tarification: $3,750/person
- Rabais de 10% lorsque vous inscrivez 3 personnes.

Plan de cours

Introduction To Project

- Management
- What Is a Project
- Project Management
- Project Constraints
- Understanding the Nature of Projects
- The Project Life Cycle
- Project Identification

The Project Initiation Stage

- The Project Initiation Stage
- Determine Project Constraints
- Determine Project Assumption
- Develop Business Communication Model
- Develop the Process and Change Management Plan
- Quality Control Plan
- Presenting Your Business Case
- Speaking To the Business Need
- Presenting the Business Case
- Completing the Project Definition Document
- Project Management Roles
- Identifying What Has Triggered Your Project

Project Kick-Off

- The Project Definition Document
- The Product Description
- Determining Project Goals
- Brainstorming and Consultation: Determine Goals
- Determining Project Specifications
- Determine Project Deliverables

The Project Planning Stage

- The Planning Stage
- Determine the Scope of Work

Scope Management Plan
The Work Breakdown Structure (wbs
Creating the Work Breakdown Structure, Wbs
Unique Wbs Identifiers
Determine Deliverable-specific Task List
Define Task Descriptions
The Role of Ms Project 2007 in Project Management
Getting Started With Microsoft Project
Project Management Concepts
Project Windows
Menus and Toolbars
Project Guide
Display Project Views
Use Combination Views
Creating A Project Plan
Project Information
Project Properties
Modify the Standard Project Calendar
Change Working Time
Option Settings
Creating Tasks In A Project Plan
Add Tasks
Outline Tasks
Create Milestone Tasks
Define Task Types
Planning the Time Element
Time Estimates
Time Estimate: Mathematical Method, Pert
Pert Calculations
Buffer Time
Use a Formula To Determine Duration
Enter Task Durations
Editing Tasks
Create, Move Or Cancel a Task
Create Task Outline
Collapse and Expand Outline
Work with Wbs
The Project Schedule
Linking Tasks
Dependency Types
Link Tasks
Modify Links
Unlink Tasks
Apply Lag and Lead Time
Add a Recurring Task
Scheduling
Understand Ms Project Scheduling
Task Types and Effort Driven Scheduling
Scheduling Formula
Methods for Assigning Tasks

Assign Resources To Tasks
Project Schedule Charts
Updating Project Assumption and Time Constraints
Resource Pool
Human Resource Management Plan
Resource Identification
Procurement Plan
Assigning Resources And Responsibility
Enter Resources in the Resource Sheet View
Define Resource Types
Resource Information Dialogue Box
Create a Resource Calendar
Importing Resource Information From An Hr Data Source
Cost Analysis And Budgeting
Planning Costs
The Art of Resource Identification
Cost Estimation Methods
Understanding Administrative Costs
Budgeting Smart: Planning with Cost Buffers
The Art of the Plan
Plan, Plan and More Plan
The Procurement Plan
The Human Resource Management Plan
The Financial Plan
Planning for Quality
The Final Plan
Implementing the Project Plan
Implementing the Procurement Plan
Quality Control and Assurance Measures
The Business Communication Model
The Need for Performance Tracking
Using Earned Value Analysis
Managing Change Management
Implementing Budgetary Control Measures
Tracking with Microsoft Project
The Closing Stage
Acceptance of Deliverables
Releasing Resources
Acceptance of Contracts
Disassembling Project Team Members
Project Documentation