

Project Planning and Control Workshop

CDT821

This workshop gives the project manager an opportunity to practice the project planning and control techniques introduced in CDT820, Information Technology Project Management. Participants will use Microsoft Project 2003 to create a complete set of project planning and control documents for a realistic case study exercise. Previous experience with Microsoft Project is not required.

Audience

- Project Managers
- Directors and other executives who manage project managers

Prerequisites

- CDT820. Information Technology Project Management

Course Length

- Two Days

Teaching Methods

- Lecture
- Case study with extensive hands-on exercises

Learning Objectives

- Develop a detailed work breakdown structure
- Enter work breakdown structure into Project 2003
- Choose among alternative time estimates for tasks
- Enter tasks into Project 2003
- Establish task dependencies
- Enter task dependencies into Project 2003
- Prepare Gantt charts and network diagrams with Project 2003
- Choose among alternative cost parameters
- Enter Costs into Project 2003
- Enter Human Resource information into Project 2003
- Perform resource leveling using Project 2003
- Apply actual time worked using Project 2003
- Generate project control reports using Project 2003
- Modify project plan to reflect approved plan changes

Course Outline

TG5

Introduction

- The Approach
- The Case Study
- The Tools

A Brief Project Management Review

- The Five Process Groups
- The Nine Knowledge Areas

Overview of Project 2003

- Getting Started
- Main Screen Elements
- Project 2003 Views
- Project 2003 Filters

Project Scope Management

- Creating a New Project File
- Developing a Work Breakdown Structure
- Creating Summary Tasks
- Saving Project Files With or Without a Baseline

Project Time Management

- Entering Task Durations
- Establishing Task Dependencies
- Changing Task Dependency Types and Adding Lead or Lag Time
- Network Diagrams
- Critical Path Analysis

Project Cost Management

- Fixed and Variable Cost Estimates
- Viewing Project Cost Information
- Baseline Plan, Actual Costs, and Actual Times
- Earned Value Management

Project Human Resource Management

- Resource Calendars
- Resource Histograms
- Resource Leveling

Project Communications Management

- Common Reports and Views
- Using Templates
- Inserting Hyperlinks and Comments
- Saving Files As Web Pages