TECHNICAL
EDUCATION
ACADEMY

School of Business and Management

COURSE PROGRAMME

000144

PRME008 - Managing Projects using MS Project and Primavera



Learn from the Best in the Business!

Course overview

Intermediate level

Why take this course

This 5-days course is designed to provide practical, hands-on experience in the creation, management, and reporting of project schedules in two most popular project management software systems – MS Project and Primavera Enterprise Project Portfolio Management.

Both systems are powerful tools for efficient project management if used correctly. During this course we will teach you the software, and show you how to ensure that your schedule provides valuable information, early warning, and analysis capability throughout the project life cycle.

Who it is for and how it helps

Programme managers, project managers, planners, schedulers and any individuals that need to create or maintain schedules in Microsoft Project and Primavera Enterprise Project Portfolio Management.

What you will learn

- Understand the process of project scheduling and basic project management terminology
- Identify the critical components of the project scope documentation that drive the structure of your project schedule
- Extract key milestones and project constraints and incorporate them into the project schedule
- Define and sequence activities
- Identify the activities that are most likely to cause a project to be late through Critical Path Methodology analysis
- Plan and manage resources
- Incorporate project costs into the project
- Utilize the preferred approach to applying status and changes to a project and understand how to analyze resulting impacts to determine schedule health
- Define custom global objects to enable analysis
- Utilize Earned Value techniques to quantify project status
- Create “what-if” scenarios to compare various possible approaches to schedule issues, including fast-tracking and crashing
- Work with master projects for multiple project analysis
- Create project reports and understand the audience for each

Curriculum

Modules 01–04

01 Key Project Management principles

- The universal problem of time and cost over-runs
- The principle of Planning and Control
- Planning with a Work Breakdown Structure (WBS)
- Case studies: multi-disciplinary building project and sports stadium
- MS Project vs Primavera Enterprise Project Portfolio Management

02 Introduction to MS Project

- Project Management Process Groups
- Project Life Cycle
- Purpose of Scheduling
- Processes of Scheduling

03 Project Initiation and Project Planning – Work Scope and Schedule Modelling

- Schedule Management Plan
- Deliverables
- Work Breakdown Structure (WBS)
- Schedule Models
- Creating Tasks
- Task Duration Estimating
- Task Inputs
- Linking Tasks

04 Project Planning – CPM, Resource Management and Cost Management

- Critical Path Method
- Forward Pass
- Backward Pass
- Total Float/Slack
- Near Critical Paths
- Resource Planning Process
- Resource Availability

Curriculum

Modules 04–07 · Module 04 — continued

- Resource Analysis and Schedule Impact
- Resource Leveling Concepts
- Cost Management
- Cost Types
- Methods of Estimating

05 Project Execution

- Project Baselines
- Project Communications
- Communications Management Plan
- Schedule Review Meetings

06 Project Monitoring and Control, and Project Closeout

- Performance Measurement
- Schedule Status
- Impact Analysis
- Variances and Earned Value
- Change Control
- Float Analysis
- What-If Scenario Analysis
- Schedule Compression
- Master Projects
- Project Reporting
- Defining Custom Tables, Filters, Groups, and Views
- Schedule Closeout and History

07 Primavera Enterprise Project Portfolio Management - Core Concepts, Navigation and Views

- Views and Navigation
- Symbols used in software ... icons, mouse, milestone diamonds, etc.
- Working with table columns: finding, adding, sizing and moving columns

Curriculum

Modules 07–10 · Module 07 — continued

- Working with Table Views and saving layouts
- Working with Calendars

08 Creating schedules

- Setting up EPS enterprise project structures
- Creating the WBS
- Setting up the project. with ID, name, start date, calendar and project codes
- Maintaining the Document Library

09 Creating schedules with the software tool

- Creating activities in your schedule
- Activity Components: details, general, status, resources...
- Activity types
- Activity Codes
- Adding an Activity using Activity Wizard
- Adding Activities via Activity Details
- Working with activity durations, relationships and lags
- Using the “Trace Logic” View
- Scheduling: manual scheduling, automatic scheduling, and the schedule log
- Identifying and manipulating critical path and float
- Customising and printing Gantt charts

10 Managing costs, roles and resources

- Assigning costs to activities and resources (rate-based costs, per-use costs, expense costs, cost resources and budget resources)
- Assigning roles and resources to activities
- Working with different duration types: fixed duration & units, fixed duration and units/time, fixed units and fixed units/time
- Generating resource histograms and cash-flow reports
- Cost control for the PM: handling the overall budget
- Cost control for the consultant: controlling design team costs
- Cost control for the contractor: labour, plant & material costs

Curriculum

Modules 11–12

11 Updating progress, costs and expenses

- Creating and assigning a baseline plan
- Viewing baselines
- Methods of applying progress
- Working with the Tracking View
- Using the spotlight
- Updating progress on un-resourced projects
- Analysis and comparing progress to baselines
- Creating professional reports
- Initiating corrective action for schedule and cost over-runs.

12 Oracle Primavera features

- Quick reference guide
- Brief overview of working with multiple projects
- Sharing data and graphics with Microsoft Project, Excel and other programs – including importing, exporting projects, eps and files.

Pre-course requirements

- Базовые знания о программах управления проектами

Participation and contacts

Joining the programme

Contact the Academy and quote course code 000144 to confirm dates, delivery format, prices and enrolment terms.

Training for your team

Tell us your business goals, the roles and number of participants, and your preferred dates and location. This will help us discuss the right training option.

Preparing for the programme

Read the pre-course requirements in this programme before enrolling.

Discuss your training needs

mail@tecedu.org
www.tecedu.academy

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