TECHNICAL
EDUCATION
ACADEMY

School of Computer Science

COURSE PROGRAMME

000249

ITBU002 - Project Planning

The Project Planning module covers the main skills needed to use project management software when managing projects.



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Course overview

Intermediate level

Why take this course

The Project Planning module covers the main skills needed to use project management software when managing projects. This includes preparing, monitoring, and overseeing different elements of a project such as time, costs, tasks, resources, priorities, and collaborators.

Develop the skills needed to use management software for the successful delivery of projects. This module sets out essential concepts and skills relating to the ability to use project management software to prepare project plans and monitor projects including planning and managing time, costs, tasks, and resources.

Who it is for and how it helps

Regardless of sector, many roles have become more complex and involve greater accountability, more collaboration, and therefore closer management. Specialist software can help to support project management from conception to sign-off: giving oversight of all the inputs, outputs, and resources of a project. Workers are increasingly expected to apply project planning skills to their daily tasks, regardless of what type of role they are in. These skills are no longer exclusive to senior managers or project managers.

What you will learn

- Understand the key concepts relating to managing projects.
- Use a project management application to create a new project and maintain an existing project.
- Create and schedule tasks and add project constraints and deadlines.
- Assign costs and create and assign resources to tasks.
- View the critical path, monitor progress and reschedule work.
- Prepare and print outputs, including charts and reports.

Curriculum

Modules 01–06

01 Project Management Tools

- Key Concepts

02 Project Creation

- Working with Projects
- Starting a New Project

03 Tasks

- Creating Tasks
- Scheduling and Relationships
- Constraints and Deadlines
- Notes, Hyperlinks

04 Resources and Costs

- Resources
- Costs

05 Project Monitoring

- Critical Path
- Monitoring Progress and Rescheduling

06 Prepare Outputs

- Setup
- Print

Pre-course requirements

- Базовые знания в области планирования проектов

Participation and contacts

Joining the programme

Contact the Academy and quote course code 000249 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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