

Advanced Project & Program Management with Microsoft® Project

for Microsoft Project 2010

Course Overview

After Attending This Course You Will Be Able to...

Set up, customize, and effectively use Microsoft® Project to plan and manage projects from inception through closeout in complex, changing, multi-project environments and to provide information and perform analyses regarding resource utilization, project health, and the impact of potential changes to the project.

You will learn...

- how Microsoft Project can be used in different organizational environments or for different planning approaches such as those where the project scope can't be defined well at the project's start, those using agile development methods, and situations in which it's beneficial to rough out a high-level plan prior to developing a more detailed one,
- how to import tasks from Outlook in order to start building a plan,
- advanced resource planning techniques such as using generic resources, setting up level-of-effort (LOE) tasks, establishing different labor rates for resources performing different roles on the project, and reflecting anticipated labor rate increases or decreases,
- what a resource over-allocation is in Project, how to determine the cause of the over-allocation, and how to resolve any resource over-allocations by making use of Project's resource leveling capability,
- how best to account for risk in the schedule in order to increase the likelihood that the project will finish on time,
- how to determine the demand for labor and the spending plan associated with the project,
- how to establish a budget, both in terms of dollars and labor hours, for the project in Microsoft Project,
- methods for saving the project or its tasks to a Microsoft SharePoint site,
- how to create a master project, sometimes called an "integrated master schedule" or "IMS," consisting of multiple projects,
- techniques for reflecting dependencies between tasks in different files,

You will learn (continued)...

- how to create a resource pool and set up project files to share resources drawn from the resource pool across multiple projects,
- how to identify the critical path across multiple projects in a master project and within sub-projects within a master project,
- methods for tracking progress and updating the schedule efficiently for many tasks,
- detailed and precise ways of tracking progress on the project,
- how to compare different versions of a project plan in Microsoft Project and generate a report of those differences,
- techniques for adding new tasks to the baseline,
- how to efficiently replace outgoing resources on the team with new resources,
- how to take advantage of a new feature in Project 2010 to conduct what-if analysis of the plan,
- how to get information into Excel and Visio for further analysis,
- earned value concepts and how to perform earned value analysis in Microsoft Project,
- methods of customizing the user interface in Project 2010 so that functions you use heavily are readily available,
- how to create custom tables and views so that the information you and your stakeholders want to see is readily available,
- how to customize the Gantt chart view,
- how to develop custom reports,
- the role of the global template and how to move custom items that you or your colleagues have created between files so that they can be re-used,
- methods for creating custom task numbers,
- how to create a Microsoft Project template.

Course objectives...

Provide attendees with the knowledge and practice in using Project so that they can use it efficiently to plan and manage complex projects in dynamic complex environments.

Enable attendees to customize Microsoft Project so that it can be tailored to their needs and those of the organization in which they work.

Benefits of the course include...

- use of the tool that is consistent with the needs and culture of the organization,
- improved resource utilization due to an understanding of the demand for and availability of resources throughout the organization and the resolution of resource over-allocations,
- increased visibility of task and project status through the use of SharePoint in conjunction with Microsoft Project,
- better visibility and management of inter-project dependencies resulting in improved communications and schedule performance,
- an enhanced understanding of the critical path across multiple related projects resulting in improved schedule risk management and performance,
- more precise tracking of task progress and status resulting in an improved understanding of project status and better schedule performance,
- improved change management and re-baselining of project plans,
- an improved understanding of project costs and associated spending plans and any risks inherent in those spending plans,
- increased control of the project and understanding of problem areas due to the use of earned value,
- consistent data entry and reporting of project status through the use of custom tables, views and reports,
- re-use of custom calendars, tables, views, reports and other objects within Project for improved efficiency and consistency among users,
- reduced frustration and time wasted with Microsoft Project resulting in more efficient use of resources, higher job satisfaction and the ability to accomplish more work,
- templates that can be used for planning and managing future projects so that planning is made easier, future estimates are more accurate, and knowledge gained from past projects is continually incorporated into subsequent projects thereby improving quality, performance and organizational expertise.

Detailed Course Agenda...**Orientation to Microsoft Project 2010**

Getting Oriented in Microsoft Project 2010
Microsoft Project 2010 Versions
Views, Tables and Fields in Project 2010

Planning the Project

Determining the Planning Approach

Planning the Project (continued)...

- The Various Project Planning Options
 - Top-down Scheduling
 - Rolling Wave Planning in Microsoft Project
 - Agile Project Management in Microsoft Project
- Building a Plan from Content in Another Application
 - Importing Outlook Tasks
 - Importing from Other Applications
- Resource Planning
 - Utilizing Generic Resources
 - Planning for Level-of-Effort Tasks
 - Planning Resource Costs with Cost Tables
 - Changing the Distribution of Resources' Work
 - Identifying Resource Over-allocations
 - Resolving Resource Over-allocations with Microsoft Project
- Incorporating Risk Management into the Plan
 - Reserve
- Assessing the Plan
 - Beyond the Critical Path—Understanding Free Slack
 - Assessing the Work Required
 - Assessing the Project's Cost
- Establishing the Project Budget
 - Cost Budgets
 - Labor Hour Budgets
- Saving the Plan to a SharePoint Site
 - Saving the Project File to SharePoint
 - Saving the Task Listing to SharePoint
- Planning Multiple Related Projects
 - Working with Multiple Projects
 - Viewing Multiple Files
 - Creating a Master Plan from Multiple Files
 - Inserting Projects into a Master Project
 - Understanding the Critical Path Across Multiple Projects
 - Linking Between Tasks in Different Projects
 - Sharing Resources Across Multiple Projects
 - Resolving Resource Over-allocations for Resources Shared Across Multiple Projects

Executing the Project

- Tracking Progress
 - Tracking Progress at a High Level for Many Tasks
 - Tracking Progress at the Resource Level
 - Tracking Progress by Resource Over Time
 - Tracking Progress with Different Task Types/Different Updating Scenarios
 - Tracking Progress in R&D and Other Unique Environments
 - Using SharePoint Task Lists to Collect Task Progress
- Managing Change
 - Comparing Different Versions of the Project Plan
 - Adding New Tasks to the Baseline

Executing the Project (continued)...

- Maintaining Task Traceability—The Unique ID Field
- Managing Reserve
- Managing Personnel Turnover

Analyzing the Project's Status

- Conducting What-if Analyses
 - Inactive Tasks
- Advanced Reporting & Data Analysis
 - Visual Reports
- Evaluating the Project
 - Evaluation of the Staffing and Spending Plan
 - Earned Value Analysis
 - Setting the Status Date for Earned Value Analysis
 - Conducting Earned Value Analysis

Customizing and Automating Microsoft Project

- Customizing Microsoft Project and its Outputs
 - Customizing Project's User Interface
 - Creating Custom Tables & Views
 - Customizing the Gantt Chart
 - Custom Reports
 - Understanding the Role of the Global Template
 - Moving Custom Items Between Files
- Numbering the Project Tasks
 - Utilizing Custom Task Numbers
 - Creating Pick Lists of Custom Task Numbers
- Creating & Using Project Templates
 - Creating Templates
 - Controlling Access and Changes to Templates