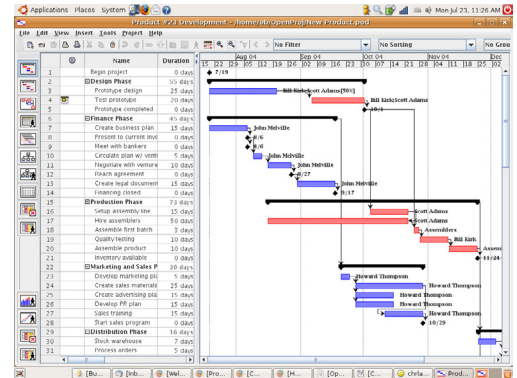


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PLANNING AND CONTROL USING MICROSOFT PROJECT 2010 AND PMBOK® GUIDE Fourth Edition 2 days

This course aims to teach the participants how to plan, schedule and control projects up to an intermediate level using Microsoft Project 2010.

The course includes actual projects as examples with hands on training. A key objective of this course is to allow participants to practically link the project management processes based on "PMI- PMBOK Guide Fourth Edition" with Microsoft Project 2010, the goal is to achieve an effective use and understanding of these processes. At the end of this course the participants will be able to effectively use MS Projects to organize their projects.



Course Outline

- Introduction
- Creating a Project Schedule
- Navigation and Setting the Options
- Creating Projects and Templates
- Filters
- Tables and Grouping Tasks
- Views and Details

- Defining Calendars
- Adding Tasks
- Organizing Tasks Using Outlining
- Formatting the Display
- Printing and Reports
- Tracking Progress
- Creating Resources and Costs

- Adding Task Dependencies
- Network Diagram View
- Constraints
- Assigning Resources and Costs to Tasks
- Resource Optimization
- Updating Projects with Resources

Objectives

Use Tables, Views and Filters which create the printouts and reports to support the PMBOK® Guide Project Communications Management processes

Understand the steps required to create a project plan using the PMBOK® Guide processes

Set up the software

Add tasks that will represent the PMBOK® Guide Activities

Define calendars

Record and track progress which support the PMBOK® Guide processes of 6.6 Control Schedule, 7.3 Control Costs, 5.5 Control Scope and 10.5 Report Performance

Add logic and constraints outlined in the PMBOK® Guide process 6.2 Sequence Activities

Organize tasks and format the display

Understand the impact of task types and effort-driven tasks

Status projects that contain resources, which support the PMBOK® Guide processes of 6.6 Control Schedule, 7.3 Control Costs, 5.5 Control Scope and 10.5 Report Performance

Create and assign resources which would be used in the PMBOK® Guide process 6.3 Estimate Activity Resources

Customize the project options

Understand the different techniques for scheduling

Who Should Attend

Project managers, planners and schedulers who wish to learn how to use the software to schedule and control projects in an environment based on the PMBOK® Guide process and components. Program Managers, Project Managers and Project Control staff evaluating the software against their organizational requirements.

In What Industries

Government, Real Estate Development, Aerospace, Defense, Engineering and Construction, Manufacturing and Industrial, Oil and Gas, Petrochemical, Power and Water Utility Plants, Education and Training, Retail, Financial Services, Information Technology, Telecommunication, Automotive, Media Production, E-Business Enablers, Marketing and Sales, Pharmaceuticals, Environmental Management, Hospitality Management, Shipbuilding and Repair Yards.

Certificates

The American University of Sharjah - College of Engineering will issue a certificate of completion for the delegates who attend the whole course. The certificate will be signed by the Dean of College of Engineering and by the course instructor.

About the Instructor

Samah Kamel is a Senior Consultant at CMCS. She provides project management consultancy and conducts PMP training sessions. Creating a PMO (Project Management Office) and carrying out project management health checks in project based organizations is another part of her role in CMCS. She graduated from Al Alson - Ain Shams University in Egypt 1995, and obtained PMP in 2006.

Samah is a member of the PMI Institute and has conducted PMP exam preparation workshops in Egypt, Bahrain and the U.A.E, as well as providing project management consultancy services in Bahrain. She has 15 years of experience in office management, project management, training, and sales and customer service gained by working in reputable global organizations such as MobNil, Cadbury Schweppes and Servcorp. She is also certified in Active Risk Management.