EdIT·C

EDUCATION & INFORMATION TECHNOLOGY CENTRE

Implementing projects is an integral part of every business of any size. Modern studies show that 50% of the companies' workforce deals with projects.

The modern and competitive business environment demands the best possible project efficiency which requires a professional approach to managing projects. This course addresses the basic principles in project management where at the same time participants learn through a case study how to plan and monitor a project. During this practical approach participants learn how to use MS Project .

Introduction to Project Management— Planning and Monitoring Projects
A Practical approach for managing and monitoring projects through a case study using MS Project as a tool

Code: ED19B06

Duration: 21 hours

Start Date: Monday, 21/10/2019

Audience Profile: Project Managers. Project Coordinators, Project Management Team members

Prerequisites for Participation: None

Training Language: Greek

Training Materials: Step by Step training materials in the English Language

Course Objectives: Upon completion the participants will:

1. Understand the definitions such as project, project management, work packages, knowledge areas, deliverables

2. Be able to design a project following project management principles and techniques and plan it using MS project as a tool

3. Understanding resources and how these can be assigned to tasks

4. Be able to cost activities and resources by hand or by using tools such as MS Project

5. Understand and "crash" the critical path

6. Be able to monitor the project

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Venue: EDITC Conference Center,
16 Imvrou Street,
1055 Nicosia

Participation Cost
The cost includes notes, certificate, lunches and coffee breaks.

Dates and Times:

Dates	Times
Monday 21/10/2019	08:15 – 16:00
Tuesday 22/10/2019	08:15 – 16:00
Friday 25/10/2019	08:15 – 16:00

	Total Cost	HRDA Subsidy	Net Cost
Participation Cost	€550	€357	€193
For Unemployed	Please contact us		

Making Training
an enjoyable experience

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Unit 1: Introduction
The modern Era
Your self—evaluation as a Project Manager!
Our aim
Definitions
- Project
- Project Management
- Work packages
- Deliverables
- Resources

Project Characteristics
Project Life Cycle
Cost and resources during the life of the project
Stakeholders, Risk and Uncertainty

Unit 2:
Project Management Process and the role of project manager
Project management processes and PMBOK
- Processes
- Knowledge areas
- The Project Manager's characteristics
Project Initiation Processes
The Project Charter
Initial statement of the project objective
Getting ready to plan a project based on a case study

Unit 3 Development of a new plan
Starting a new plan, and setting its start date
Setting nonworking days in the project calendar
Entering the plan's title and other properties
Break down of tasks using WBS
Key points

Unit 4 Building a plan and using dependencies
Using the 4 dependencies
Defining tasks, durations and milestones
Creating summary tasks for WPs
Creating task dependencies with links
Switching task scheduling from manual to automatic

Checking the plan's duration and finish date
Documenting tasks
Understanding Network Diagrams, Gannt Charts etc
Key points

Unit 5 Setting up resources & Costing
Definition of Resources
Adjusting working time in a resource calendar
Setting up cost resources
Documenting resources with notes
Key points

Unit 6 Assigning resources to tasks
Assigning work resources to tasks
Controlling work when adding or removing resource assignments
Assigning cost resources to tasks
Checking the plan's duration, cost, and work
Key points

Unit 7: Critical Path & Baseline
What is a critical Path?
Methods of identifying the Critical Path
"Crashing" the critical Path
What is a baseline?
How to establish a baseline

Unit 8 Sharing information
Customizing a Gantt Chart view
Customizing a Timeline view
Customizing reports
Copying views and reports
Key points

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Unit 9 Monitoring the plan

Techniques for monitoring the plan

Tracking progress with MS Project

Key points

Unit 10 Advanced scheduling techniques

See task relationships with Task Path

Adjusting task link relationships

Setting task constraints

Interrupting work on a task

Adjusting working time for individual tasks

Control task scheduling with task types

Key points

Unit 11 Fine-tuning your plan

Deadline dates

Fixed Costs (i.e. Down payments)

Recurring task

Managing the critical path

Key points

Unit 12 Levelling Resources

Examining resource allocations over time

Resolving resource overallocations manually

Leveling overallocated resources

Inactivating tasks

Key points

Unit 13 Organizing project details

Sorting Project details

Grouping Project details

Filtering Project details

Creating new tables

Creating new views

Key points

Unit 14 Tracking progress on tasks and assignments

Updating a baseline

Tracking actual and remaining values for tasks and assignments

Tracking timephased actual work for tasks and assignments

Rescheduling incomplete work

Unit 15 Viewing and reporting project status

Identifying tasks that have slipped

Examining task costs

Examining resource costs

Reporting project cost variance with a stoplight view

Unit 16 Getting your project back on track

Troubleshooting time and schedule problems
Troubleshooting cost and resource problems
Troubleshooting scope-of-work problems

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Registration Form

Seminar Code: ED19B06— Title: Introduction to Project Management— Planning and Monitoring Projects	Start Date: Monday, 21/10/2019

A. Organization's details (if applicable)

Company/Organization:		Size:	☐Small	☐Medium	☐Large
Economic Activity:		Telephone:		Fax:	
Address:		Postal Code:			
Person responsible for the registration:		Email:			
		Direct Telephone:			

B. Participant's details (1)

☐Mr ☐Ms	Name		Surname	
Title/ Job Position:			Email:	
Job description:			Telephone/Mobile:	Fax:
Reasons for participating in the seminar:				

Please fill this section if there are special requests for the lunch provided (only in the case that lunch is included)
☐Fasting ☐Vegetarian ☐Vegan

☐ They will participate to the seminar more than one participants *(In this case please fill in the second page as well)*

C. Participation Cost

PARTICIPATION IN THE SEMINAR IS PREPAID (at least three days before the start of the seminar)

Please invoice ☐The participant   ☐The company   Credit Customer Number (if applicable):

☐   For participants entitled the Human Resources Development Authority subsidy (HRDA): € 193

☐   For participants **not entitled** the Human Resources Development Authority subsidy (HRDA): € 550

Cheques must be issued to **EDITC Ltd** and payment can be made directly through deposit to the account of the company

Account Name: EDITC LTD
IBAN:CY19 0050 0115 0001 1501 0686 9601

Account Number: 115-01-068696-01
SWIFT/BIC:HEBACY2N

D. Terms and conditions for participation on EDITC seminars

1. The company accepts registrations for participation in the seminars at least 5 working days prior to the start of the seminar. EDITC does not commit to accept any registrations received in less than 5 working days before the start of the training program.
2. Written cancellations received 5 working days before the start of the training program are accepted and in the case where a payment has been made by the client, the full amount is reimbursed to the client. Cancellations that do not meet the above term are invoiced. The client may replace the participant(s) provided that they meet the criteria for participation on this program.
3. The company has the right to cancel or postpone a training program up to one day before the start date of the program. All prepayments are returned to clients.
4. All registrations are strictly prepaid except credit customers. EDITC will not allow the entry of participants in the class unless their financial obligations have been settled.
5. EDITC will inform the client upon receipt of the application form. Written confirmation for the implementation of the training program will be sent within 3-5 days before the start date of the seminar. In exceptional cases written confirmation may be sent one day before the start of the program. **Participants are encouraged to contact the company in case they did not receive the confirmation.**
6. Participants with less than 75% attendance cannot be subsidized by the HRDA and in this case the participants (or their company) will have to pay the amount of the subsidy (in addition to their own payment amount).
7. In case of subsidized programs by the HRDA all the required forms of HRDA must be sent to EDITC before the start of the training program. EDITC will not allow the entry of participants in the class unless the HRDA forms have been submitted to EDITC.
8. Certificates of participation will be given to participants after the completion of the course provided that their financial obligations and obligations regarding HRDA forms are settled. Otherwise certificates will be mailed as soon as the above obligations are settled.

☐**We agree with the above terms and conditions**

Signature: Date:

Stamp (in case of company):

Registration Form

B. Participant's Details (2)

☐Mr ☐Ms	Name		Surname	
Title/ Job Position:			Email:	
Job description:			Telephone/Mobile:	Fax:	
Reasons for participating on the seminar:				

Please fill this section if there are special requests for the lunch provided (only in the case that lunch is included)
☐Fasting ☐Vegetarian ☐Vegan

B. Participant's Details (3)

☐Mr ☐Ms	Name		Surname	
Title/ Job Position:			Email:	
Job description:			Telephone/Mobile:	Fax:	
Reasons for participating on the seminar:				

Please fill this section if there are special requests for the lunch provided (only in the case that lunch is included)
☐Fasting ☐Vegetarian ☐Vegan

B. Participant's Details (4)

☐Mr ☐Ms	Name		Surname	
Title/ Job Position:			Email:	
Job description:			Telephone/Mobile:	Fax:	
Reasons for participating on the seminar:				

Please fill this section if there are special requests for the lunch provided (only in the case that lunch is included)
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B. Participant's Details (5)

☐Mr ☐Ms	Name		Surname	
Title/ Job Position:			Email:	
Job description:			Telephone/Mobile:	Fax:	
Reasons for participating on the seminar:				

Please fill this section if there are special requests for the lunch provided (only in the case that lunch is included)
☐Fasting ☐Vegetarian ☐Vegan

☐**We agree with the above terms and conditions**

Signature: Date:

Stamp (in case of company):