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*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:** ED20B04

**Duration:** 21 hours

**Start Date:** Monday, 21/09/2020

**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 manage-

ment 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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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.

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**Venue:** Webinar

**Participation Cost**

The cost includes notes and certificate.

**Dates and Times:**

| Dates                | Times         |
|----------------------|---------------|
| Monday 21/09/2020    | 15:00 - 19:15 |
| Tuesday 22/09/2020   | 16:15 - 18:45 |
| Wednesday 23/09/2020 | 16:15 - 18:45 |
| Thursday 24/09/2020  | 16:15 - 18:45 |
| Friday 25/09/2020    | 16:15 - 18:45 |
| Saturday 26/09/2020  | 08:15 - 16:00 |

|                           | Total Cost               | HRDA Subsidy | Net Cost |
|---------------------------|--------------------------|--------------|----------|
| <b>Participation Cost</b> | €550                     | €357         | €193     |
| <b>For Unemployed</b>     | <b>Please contact us</b> |              |          |

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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, Gantt 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



## Registration Form

**Seminar Code: ED20B04 — Title: Introduction to Project Management—  
Planning and Monitoring Projects****Start Date: Thursday 21/09/2020**

### A. Organization's details (if applicable)

|  |  |                   |                                |                                 |                                |
|--|--|-------------------|--------------------------------|---------------------------------|--------------------------------|
| Company/Organization:                    |  | Size:             | <input type="checkbox"/> Small | <input type="checkbox"/> Medium | <input type="checkbox"/> Large |
| Economic Activity:                       |  | Telephone:        |                                | Fax:                            |                                |
| Address:                                 |  | Postal Code:      |                                |                                 |                                |
| Person responsible for the registration: |  | Email:            |                                |                                 |                                |
|  |  | Direct Telephone: |                                |                                 |                                |

### B. Participant's details (1)

|   |      |  |                   |      |
|---|------|--|-------------------|------|
| <input type="checkbox"/> Mr <input type="checkbox"/> 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)                                 |      |  |                   |      |
| <input type="checkbox"/> Fasting <input type="checkbox"/> Vegetarian <input type="checkbox"/> Vegan   |      |  |                   |      |
| <input type="checkbox"/> They will participate to the seminar more than one participants ( <i>In this case please fill in the second page as well</i> ) |      |  |                   |      |

### 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): € 550Cheques 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

- 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.
- 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.
- 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.
- 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.
- 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.**
- 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).
- 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.
- 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)

|   |      |  |                   |      |
|---|------|--|-------------------|------|
| <input type="checkbox"/> Mr <input type="checkbox"/> 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) |      |  |                   |      |
| <input type="checkbox"/> Fasting <input type="checkbox"/> Vegetarian <input type="checkbox"/> Vegan                     |      |  |                   |      |

### B. Participant's Details (3)

|   |      |  |                   |      |
|---|------|--|-------------------|------|
| <input type="checkbox"/> Mr <input type="checkbox"/> 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) |      |  |                   |      |
| <input type="checkbox"/> Fasting <input type="checkbox"/> Vegetarian <input type="checkbox"/> Vegan                     |      |  |                   |      |

### B. Participant's Details (4)

|   |      |  |                   |      |
|---|------|--|-------------------|------|
| <input type="checkbox"/> Mr <input type="checkbox"/> 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) |      |  |                   |      |
| <input type="checkbox"/> Fasting <input type="checkbox"/> Vegetarian <input type="checkbox"/> Vegan                     |      |  |                   |      |

### B. Participant's Details (5)

|   |      |  |                   |      |
|---|------|--|-------------------|------|
| <input type="checkbox"/> Mr <input type="checkbox"/> 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) |      |  |                   |      |
| <input type="checkbox"/> Fasting <input type="checkbox"/> Vegetarian <input type="checkbox"/> Vegan                     |      |  |                   |      |

We agree with the above terms and conditions

Signature:

Date:

Stamp (in case of company):