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

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 by Mastering Microsoft Project. Therefore, during this practical approach participants learn in depth how to use MS Project .

CODE: ED22B03

DURATION: 21 hours

START DATE: Monday, 18/07/2022

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

METHODOLOGY:

Lecture, discussion, demonstration and practice.

COURSE OBJECTIVES:
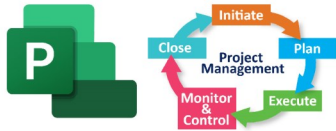
Upon completion the participants will:

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: Webinar

DATES & TIMES:

Monday, 18/07/2022 08.15 - 16.00
Tuesday, 19/07/2022 08:15 - 16:00
Thursday, 21/07/2022 08.15 - 16.00

PARICIPATION COST:
The cost incudes the course notes and certificate.
In the event of classroom led training, coffee, snacks and lunch (only for full day courses) are offered complimentary.

Participation Cost
- Total Cost: €590
- HRDA Subsidy: €357
- Net Cost: €233

For Unemployed
- Please contact us

Introduction to Project Management

COURSE TOPICS

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

Introduction to Project Management

COURSE TOPICS

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