



Proactive Professional Project
Management Services
SBU of VINSYS



Understanding Fundamentals of Project Management with Microsoft Project

Based on comprehensive learning of PMBOK® Guide from
Project Management Institute (PMI®) – USA



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Introduction:

Project Management is equally important for managing large as well as small projects. In fact, PM skills and techniques can be utilized partially or wholly, in almost all the processes within the operational framework as well.

Thinking and behaving in “Project” way certainly makes a difference which adds to the predictability of an Endeavor. What is important is visualizing the tasks, communicating to the team, and escalating the matter at a right time – to the right person and getting the things done by constantly maintaining the motivation of the team. Client site Project Manager also needs to manage vendors as well as co-ordination between the client and the implementation team.

The skills associated with defining and managing a project can be learned. Understanding and practicing the concepts taught in this class increases the likelihood of success on the project.

Learning Objectives:

- Understand the importance and contribution of using appropriate project management knowledge, skills, tools and techniques.
- Define various parameters of the project.
- Systematically explore and refresh the ways of managing scope, cost, communication, and risk in the project.
- Identify and demonstrate the key parameters for managing the team
- Understanding Project Management knowledge using training tools like Case studies & games throughout the training session.

Process Groups:

Initiating, Planning, Executing, Monitoring & Controlling, Closing.

Knowledge Areas:

Project Integration Management, Project Scope Management, Project Time Management, Project Cost Management, Project Quality Management, Project HR Management, Project Communication Management, Project Risk Management, Project Procurement.

We also conduct customized project management training program with pre-training requirement analysis activity



Who should attend :

We recommend that participants have project management background or at least have worked in project environment with at least 3.5 to 4 years of experience.

Overall Course Flow:

Duration: - 4 Days

Understanding Fundamentals of Project Management (2.5 Days)

Understanding the principles of Project Management: Introduction and Key Concepts in Project Management, Reasons why Project Management is required, Common pitfalls, Role of Project Manager in projects, key jobs of Project Management during various phases of project.

Preparing and implementing different kinds of plan that Project Manager needs to make while describing and explaining Project Plan, Its purpose, readership and ownership, and most important 'flexibility'.

Project management Process groups: Planning Process, Executing Process, Monitoring and Controlling Process, and Closing Process. Understanding sub processes in each process group and mapping it to the relevant knowledge area.

Understanding the importance and utilization of Scope statement, WBS, Scheduling techniques, Cost baseline, Quality Assurance, Communications Plan, Managing Human Resources, Contract Administration and Risk Response Plan.

Organizational Impact: Approaches in Organizational Structure and its impact Functional v/s. Matrix v/s. Project Based Structure.

Microsoft Project - Duration – 1.5. Days.

What is MSP? , Objections against MSP, Why MSP? Introductory test on MSProject. Reading a schedule in MSP: Project Statistics, Auto filters & custom filters, "Viewing Work, Duration, Cost".

Task Usage view- overview, Resource Usage view- overview, sample case study and schedule reading assignment. Writing/developing project schedule in MSP: Flow of writing a project schedule, Gantt view & formatting, Task dependency types & significance, use of task entry view, Task types & significance, Task Constraints, Resource sheet details & significance, Project & Resource Calendars, Resource Allocation, concept of Baseline.

Writing/developing project schedule in MSP:

Tracking/updating plan in MSP': Getting feedback from the resources - Timesheets, different ways of updating the plan, 'Tracking Gantt' view, concept of 'Progress Lines', saving interim plans, Project Tracking assignment



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Printing from MSP: Printing Gantt chart, note on customization, Reports Customizing

MSProject, Using MSProject for multiple projects, Project Central, Discussion on concept of Buffer Management using MS Project.