

SEE CHANGE CONSULTING

Success from Within

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Microsoft Office Project 2007 EPM program

Design, Project Management, Implementation of Enterprise-wide project management

1.01 Introduction:

See Change Consulting associated with JUMP Project Management Consultants which is a Chennai based firm and a Project Management Institute's Registered Educational Provider and providing Project Management products and services in Chennai from 2000 and in Dubai UAE in association with Cyertech, Dubai, from 2005. For the first time providing TOTAL PROJECT MANAGEMENT SOLUTIONS using Products from Microsoft, Primavera, Meridian, Deltek and many others and in association with its global partners.

With the aim of providing services in the area of Project Management automation using different software products in line with international standards the new department on project management solutions is being opened in Chennai. This department will start with certification of users at different levels, planning engineers, functional users and also consultancy on implementation of total project management systems. He also insists that there may be need of using more than one software package/ product depending on the industry and size of organization.

WHY EPM (Enterprise-wide Project Management)?

Today due to the global, competitive, dynamic business models the management faces a significant challenge for handling the Project Management processes and resources. The current process for handling this are largely manual and rather time consuming and cannot be real-time and online. Added to the above fact, the importance of the OPM (Organizational Project Management) concept to various business enterprises has lead to a number of tools, techniques or methodologies available for OPM. There are also many models available where in organizations can know the level of maturity and move forward in establishing a better OPM system. Most organizations are at the first level of maturity wherein the use of automation of project management across the organization is evident by switching to EPM software and integration with management software.

Objective:

JUMP Project Management Consultants and its associate with global experts and software products have been active in developing the “EPM-APM” solutions in Dubai, UAE. The Solution include Microsoft® PRIMAVERA®, Meridian® products and in the process of implementing and so the training in use of the software and concepts have become of importance to JUMP. This course is the first in the series of the 4 to 5 level user interface for better application utility and EPM-APM success in organizations. This course covers the concepts of OPM and how to work using MSP 2007 (Microsoft Office Project 2007) at level one. It also addresses why individual project managers shy away from applying MSP 2007 EPM management in practice. The course uses a hands-on Microsoft Office Project 2007 exercise (2 users per computer). The course is based on the Project Management Body of Knowledge (PMBOK®) Guide of the Project Management Institute. It aims particularly to clarify in details the many techniques that are not used in general when trying to use MSP 2007 or in fact other software packages.

During the course, You will learn:

- What is Enterprise-wide project management and how to use the tool more efficiently?
- The difference between general training in use of PM software and LEVEL-WISE.
- The process flow and the design of systems to use tools.
- Qualitative management standardization analysis.
- Establishing schedule and cost management procedures.

At the end of the course you should be able to:

- Start using Microsoft Office Project 2007 more efficiently.
- Think of going to the second level of resource leveling and full use of MSP2007.
- Understand the third level of Multi-projects and forth level of server based MSP 2007.

Who Should Attend?

- PMPs & Professionals from various industries and backgrounds interested in understanding the process of Enterprise-wise project management and how they are applied using MSP 2007 in practice
- Individuals who are interested in developing EPM management procedures for their organizations

Course Schedule & Certificate of Completion

Schedule is 9:00 a.m. through 6:00 p.m. Each participant will obtain a Certificate of Completion at the end of the course with the PMI® R.E.P. Logo and the registered course number in order to **claim 14 PDUs For the 2 days program**

Course Fee and Location:

Venue:

Mahalingapuram, Near Kodambakkam Bridge, Chennai. Please call us and we will mail you the Postal Address of the venue.

Duration of the Program : 2 Days

Program Dates: Pl Confirm with Mr.M.K.Anand, Consultant @94440-25283

Program FEE:

For the 2 days Rs. 10,000/- (Rs Ten Thousand only) +12.36% service Tax Per Head. 100% advance Payment in favour of M/s.SEE CHANGE CONSULTING. The program Fee includes Tea, Lunch and copy of ppt and steps to follow as handout materials and use of computer and software.

Main Coordinator/ Faculty: Angyan P. Jagathnarayanan

1980's used in Kuwait as support for reporting to functional managers as main project management scheduling software was Primavera®. 1988 - 1990 used MSP as additional to PRIMAVERA on various types of projects including Civil works for Oil drilling support works, and maintenance to support services. Mostly used for maintenance contracts, business assessments and marking survey and monitoring shipments. 1990 –till day Training various groups and individuals from IT, construction, power and also various industrial units.

In 2006 Training in Dubai for a US Oil Drilling platform company, Individuals from companies like Siemens, and large construction companies, Project managers in TI Chennai through HP learning services. Qualification to use MSP: Is an MSP 2007 orange belt certified. Based on experiences and short term trainings is having full knowledge about MSP 2007, now moving for IIL USA for MSP 2007 certification –Blue belt level.

Level 1 & 2 will be on use of Projects 2003/ 2007 as a single user.

DAY 1

1.1.1 Introduction Microsoft Project 2003/ 2007

- The various editions and how to use these.
- Help & use of guide.
- Smart Tags

1.1.2 Introduction to Project management

- Planning the project
- Executing the project
- Controlling the project
- Closing the project
- Using Microsoft project for project team and Enterprise.

- Keys to successful Project Management.

1.2.1 Starting a New Project

- Develop a Project Scope statement & charter
- Setting up a New project, Calendar & saving.
- Entering Tasks
- Sequencing and organizing tasks
- WBS use and Outline tasks
- Adding information to tasks.

1.2.2 Viewing Project Information

- Using Views
- Using Tables

- Using Fields
- Rearranging Project Information
- Arranging the MSP workspace
- Navigating
- 1.2.3 scheduling tasks
 - Estimating and setting task durations
 - Establishing Task Dependencies
 - Scheduling Tasks to achieve Specific Dates
 - Setting deadline and adding milestone
 - Working with Task calendar.
- 1.2.4. Setting the Resources in the Project
 - Adding resources manually
 - Adding resources from resource Pool (Part2)
 - Adding material resources
 - Setting resource calendars
 - Adding resource information
- 1.2.5 Assigning Resources to tasks
 - Assigning work resources to tasks
 - Assigning Material resources to tasks
 - Reviewing & contouring resource information and assignments.

DAY 2

- 1.2.6 Estimating and planning Resource and Task Costs.
 - Cost & budgets
 - Resource costs
 - Tasks cost and total Project cost
- 1.2.7 Adjusting the project Plan to meet requirements
 - Check and review critical path
 - Check and review Resource loading
 - Check and review Cost
 - Get approval as baseline.
- 1.3.1 Tracking Progress
 - Saving the baseline
 - Updating the schedule
 - Make & review changes and impact.
 - Adjust Schedule, Cost, Resources.
- 1.3.2 Reporting & presentations
 - Communication Plan reviews
 - Printing views & reports
 - Sending by e-mail without a server.
- 1.3.3 Analyzing Project update data.
 - Concepts of EVM (earned value management)
 - Using the earned value technique to monitor and forecast.