

Project Planning and Management

Course Overview:

The hands-on comprehensive short course in Project Planning using MS Project is designed to equip participants with the knowledge and skills necessary to effectively plan and manage projects using Microsoft Project, a leading project management software. Participants will learn how to utilize the features and functionalities of MS Project to create project schedules, allocate resources, track progress, and generate reports. Through practical exercises and real-world case studies, participants will gain the confidence to successfully plan and execute projects using MS Project.

Delivery Mode:

The course will be delivered through a combination of interactive lectures, hands-on exercises, and practical project simulations. Participants will have access to MS Project software during the training to apply the concepts learned in real-time.

Course Objectives:

By the end of the course, participants will be able to:

- Understand the key principles and concepts of project planning and management.
- Familiarize themselves with the MS Project interface and navigation.
- Create project schedules, define tasks, and set dependencies.
- Assign resources, estimate task durations, and optimize resource allocation.
- Track project progress, update schedules, and manage changes.
- Generate reports and communicate project status effectively using MS Project.

Target Audience:

- Project managers, team leaders, and professionals involved in project planning and management.
- Individuals seeking to enhance their skills in using MS Project for project planning.
- Students and graduates looking to enter the project management field.
- Anyone interested in gaining practical knowledge of project planning using MS Project.

Learning Outcomes:

Upon completion of the course, participants will have acquired the following skills:

- Proficiency in using MS Project for project planning and management.
- Ability to create project schedules, define tasks, and set dependencies.
- Competence in assigning resources, estimating task durations, and optimizing resource allocation.
- Capability to track project progress, update schedules, and manage changes effectively.
- Skill in generating reports and communicating project status using MS Project.

Training Software:

The course will focus on utilizing Microsoft Project, a widely used project management software, for hands-on learning and practical exercises.

Study Modules (Structured Course Outline):

Introduction to Project Planning and Management

- Understanding the importance of project planning.
- Key concepts and methodologies in project management.
- Overview of MS Project and its capabilities.

Navigating the MS Project Interface

- Familiarizing with the MS Project workspace and ribbon.
- Customizing settings and preferences.
- Importing and exporting project data.

Creating Project Schedules

- Defining project goals, objectives, and deliverables.
- Breaking down projects into tasks and subtasks.
- Setting task dependencies and constraints.
- Establishing milestones and deadlines.

Resource Management in MS Project

- Identifying project resources and their availability.
- Assigning resources to tasks.
- Estimating task durations and effort.
- Optimizing resource allocation and leveling.

Tracking Project Progress and Managing Changes

- Updating project schedules and tracking actual progress.
- Managing task dependencies and critical path.
- Handling changes, delays, and disruptions.
- Incorporating change requests and variations.

Reporting and Communication in MS Project

- Generating project reports, Gantt charts, and timelines.
- Customizing views and dashboards.
- Communicating project status and milestones.
- Sharing project information and collaborating with stakeholders.

Advanced Features and Techniques in MS Project

- Managing multiple projects and dependencies.
- Using project templates and macros.
- Applying advanced scheduling techniques.
- Managing risks and uncertainties in projects.

Fees:

The course fee is 900,000/= per participant. Participants will also receive access to the required MS Project software during the training period.