New Horizons®
Learning Centres

PROJECT MANAGEMENT BOOTCAMP

Project Management Framework & Microsoft Project Training

PROGRAM OVERVIEW

The Project Management Framework course is a primer to the basics of Project Management. Participants learn how to use a range of project management techniques to manage the project life cycle and associated phases of a project. You will gain skills to plan, organise, control, document and close out their projects successfully. You will also examine strategies around budgets and risk minimisation. The Project Management workshop is designed to enhance your existing project management skills by giving you greater detail on the techniques and tools necessary to manage projects effectively and efficiently.

In the Microsoft Training Course, students will create and manage a project schedule, exchange project plan data with other applications, update project plans, create visual reports, and reuse project plan information using Microsoft Project 2013.

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Coming from a technical background and liaising with stakeholders and management, I found a need to improve particular 'soft skills.' New Horizons offer hands-on workshops that allow you to take-away great insight into effective styles of communication and leadership. I've found it very useful and consider it a worthwhile investment.

"

Peter Antony
Manager, BI Solutions
University of Technology Sydney

For enrolments or further information, please call
1300 794 006
Email us on
info@nhaustralia.com.au
or contact your Learning Solutions Advisor

OUTLINE

PROJECT MANAGEMENT FRAMEWORK

DAY ONE:
- » Introduction
- » The Project Life Cycle
- » The Standard Project Management
- » The Project Management Knowledge Areas overview

DAY TWO:
- » Project Integration Management
- » Project Scope Management
- » Project Time Management
- » Project Cost Management

DAY THREE:
- » Project Quality Management
- » Project Human Resource Management
- » Projest Communications Management
- » Project Risk Management
- » Project Procurement Management

MICROSOFT PROJECT TRAINING

DAY FOUR:
- » Getting Started with Microsoft Project
- » Creating a Project Plan
- » Managing Tasks in a Project Plan
- » Finalising a Project Plan

DAY FIVE:
- » Exchanging Project Plan Data with Other Applications
- » Updating a Project Plan
- » Manage Project Costs
- » Reporting Project Data Visually
- » Reusing Project Plan Information

MEMBERSHIP:

Price includes Project Management Institute (PMI) Membership

COURSE DURATION:
- » 5 days (9am - 5pm)

TARGET AUDIENCE:

This workshop is aimed at participants who are now looking for ways to effectively manage projects. It is designed to enhance the participants' knowledge about PMBOK guide and the Project Management process groups.

KEY PARTICIPANT BENEFITS:
- » Builds confidence by 'knowing' best techniques to follow
- » Make it easier to manage the people equation
- » Increases Time effectiveness by more adept handling of the project
- » Lessens stress by better planning and increases productivity

AT COURSE COMPLETION:

Participants will discover how to:
- » Identify key stakeholders and their roles
- » Collect actual work performed on projects
- » Manage project risk and maintain a schedule and budget
- » Manage cost, scope, time, risk, quality, and project change
- » Identify the basic features and components of the Microsoft Project environment.
- » Create a new project plan file and enter project information.
- » Manage resources for a project.
- » Finalise, manage and report on a project plan.
- » Decreases costs through greater productivity

KEY BUSINESS BENEFITS:
- » Decreases costs through greater productivity
- » Helps foster accountability through better people management
- » Mitigates risk through better scope and risk management
- » Appeases customers through timeliness

This bootcamp includes lunch at one of the restaurants near our training centre in the CBD.

DAY 1 OUTLINE

Focus: The project management framework

LESSON 1: INTRODUCTION

- » Project Management aim
- » Project Defined
- » Advantages of Project Management
- » Approaches to Project Management
- » The Project Management Process
- » The Purpose of the PMBOK Guide
- » Organisational Influences on Projects
- » Project Management Approach

LESSON 2: THE PROJECT LIFE CYCLE

- » Project definition
- » The Project Management Life Cycle
- » The Role of the Project Manager
- » Project Life Cycle Overview
- » List the Project Phases
- » The Project Environment
- » Project Constraining Factors

LESSON 3: THE STANDARD PROJECT MANAGEMENT

- » The Project Management Processes
- » The Project Management Process Groups
- » The Initiation Process Group overview
- » The Planning Process Group overview
- » The Executing Process Group overview
- » The Monitoring and Controlling Process Group overview
- » The Closing Process Group overview

LESSON 4: KNOWLEDGE OVERVIEW

- » Introduction
- » Project Integration Management
- » Project Scope Management
- » Project Time Management
- » Project Cost Management
- » Project Quality Management
- » Project Human Resource Management
- » Project Communications Management
- » Project Risk Management
- » Project Procurement Management

AFTER DAY 1 COMPLETION:

Participants will discover the:

- » The benefits of PMBOK Guide
- » The Project Management processes and process groups
- » Different approaches to Project Management
- » The key components of Project Management framework

DAY 2 OUTLINE

Focus: *The project management framework*

LESSON 5: INTEGRATION MANAGEMENT

- » Develop Project Charter
- » Develop Preliminary Scope Statement
- » Develop Project Management Plan
- » Direct and Manage Project Execution
- » Monitor and Control Project Work
- » Integrated change control
- » Close Project

LESSON 6: SCOPE MANAGEMENT

- » Scope Planning
- » Scope Definition
- » Create WBS
- » Scope Verification
- » Scope Control

LESSON 7: TIMELINE MANAGEMENT

- » Activity Definition
- » Activity Sequencing
- » Activity Resource Estimating
- » Activity Duration Estimating
- » Schedule Development
- » Schedule Control

LESSON 8: COST MANAGEMENT

- » Cost Estimating
- » Cost Budgeting
- » Cost Control

AFTER DAY 2 COMPLETION:

Participants will:

- » Learn to develop a Project Management Plan from A to Z
- » Learn the importance and usage of a Work Breakdown Structure
- » Create a Work Breakdown Structure
- » Develop an efficient Project schedule
- » Create a project budget

DAY 3 OUTLINE

Focus: *The project management framework*

LESSON 9: QUALITY MANAGEMENT

- » Quality Planning
- » Perform Quality Assurance
- » Perform Quality Control

LESSON 10: HUMAN RESOURCE MANAGEMENT

- » Human Resource Planning
- » Acquire Project Team
- » Develop Project Team
- » Manage Project Team

LESSON 11: COMMUNICATIONS MANAGEMENT

- » Communication Planning
- » Information distribution
- » Performance Reporting
- » Manage Stakeholders

LESSON 12: RISK MANAGEMENT

- » Risk Management Plan
- » Risk Identification
- » Qualitative Risk Analysis
- » Quantitative Risk Analysis
- » Risk Response Planning
- » Risk Monitoring and Control

LESSON 13: BUDGET MANAGEMENT

- » Project Cost Estimating
- » Project Cost Budgeting
- » Project Cost Control

AFTER DAY 3 COMPLETION:

Participants will discover how to:

- » Develop a Project Quality Management plan
- » Develop a Project Management risk plan
- » Plan Human Resource management
- » Create a stakeholders' communication plan
- » Plan procurement

DAY 4 OUTLINE

Focus: *Using Microsoft® Project*

LESSON 1: GETTING STARTED WITH MICROSOFT PROJECT

- » Explore the Microsoft Project 2013 Environment
- » Display an Existing Project Plan in Different Views

LESSON 2: CREATING A PROJECT PLAN

- » Create a Project Plan
- » Assign a Project Calendar
- » Add Tasks to a Project Plan
- » Enter the Task Duration Estimates
- » Add Resources to a Project Plan

LESSON 3: MANAGING TASKS IN A PROJECT PLAN

- » Outline Tasks
- » Link Dependent Tasks
- » Set Task Constraints and Deadlines
- » Add Notes to a Task
- » Add a Recurring Task

LESSON 4: MANAGING RESOURCES IN A PROJECT PLAN

- » Create a Resource Calendar
- » Assign Resources to Tasks
- » Enter Costs for Resources
- » Resolve Resource Conflicts

LESSON 5: FINALISING A PROJECT PLAN

- » Shorten a Project Using the Critical Path
- » Set a Baseline
- » Print a Project Summary Report

AFTER DAY 4 COMPLETION:

Participants will discover how to:

- » Use Microsoft Project basic features
- » Customise Microsoft Project environment for efficient use
- » Create a project plan using the software
- » Set a project baseline

DAY 5 OUTLINE

Focus: *Using Microsoft® Project*

LESSON 6: EXCHANGING PROJECT PLAN DATA WITH OTHER APPLICATIONS

- » Import Project Information
- » Export Project Plan Cost Data into Excel
- » Copy a Picture of the Project Plan Information

LESSON 7: UPDATING A PROJECT PLAN

- » Update Task Progress Enter Overtime Work Edit Tasks
- » Reschedule a Task
- » Filter Tasks
- » Set an Interim Plan
- » Create a Custom Table
- » Create a Custom Field
- » Create a Custom Report

LESSON 8: MANAGE PROJECT COSTS

- » Update Cost Rate Tables
- » Group Costs
- » Link Documents to a Project Plan

LESSON 9: REPORTING PROJECT DATA VISUALLY

- » Create a Visual Report
- » Customise a Visual Report
- » Create a Visual Report Template

LESSON 10: REUSING PROJECT PLAN INFORMATION

- » Create a Project Plan Template
- » Create a Custom View
- » Make Custom Views Available to Other Project Plans
- » Share Resources
- » Sync Project Information with SharePoint
- » Create a Master Project

AFTER DAY 5 COMPLETION:

Participants will discover how to:

- » Delegate tasks to team members using Microsoft project software importing and exporting features
- » Update a project plan by recording actual tasks progress
- » Manage costs changes
- » Create professional looking project reports
- » Create project plan templates for saving valuable time in the future
- » Customise views, tables, fields and reports for better project reporting

New Horizons Learning Centres

OUR FACILITATORS

Magdalena Todor

With over 20 years experience as a facilitator and university lecturer, Magda is one of New Horizons Sydney's most senior and experienced trainers.

With previous practical on the job experience as a project manager she embodies a brilliant balance of training experience and business knowledge.

With every event she delivers, Magda takes a wholehearted approach to ensure every course is impactful, relevant and a genuinely positive learning

Stan Thomas

Stan has been working in a professional training capacity for over 15 years and possesses a wealth of knowledge in the areas of adult education gained through both formal study and practical training delivery both nationally and internationally.

As the Professional Development Manager for New Horizons Melbourne, Stan is responsible for the delivery, quality control and enhancement of existing and new programs at New Horizons.

Trish Dobe

Trish has over 20 years of experience in organisational development, change management, and corporate learning and development both within Australia and overseas.

As one of New Horizons' most experienced Professional Development trainers, Trish's main focus is the delivery of solutions which enable organisations to measurably improve their performance. Trish specialises in the delivery of training programs in the areas of performance management, leadership, process improvement, sales and customer service.

OUR TRAINING SOLUTIONS:

Public Schedule Courses:

New Horizons' Emotional Intelligence course is available for public enrolments. This two-day course will allow clients to gain skills in a particular subject matter in a short period of time. Please visit our website for the next available date.

Closed Group:

Do you have a number of staff who need to attend the same training? New Horizons can organise a closed training session for your staff at New Horizons' premises or your own. We can also customise this program to address your specific business challenges and goals.

Roving Trainer:

Provide your staff with a flexible learning environment with a New Horizons' Roving Trainer. This training option allows the instructor to provide focused guidance specifically related to a group of staff members job skill requirements, rather than delivering standard course content.

CONTACT US:

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1300 794 006

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USEFUL LINKS:

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