

## Project Management Software Training

*“Project 2000’s improvements provide enormous power for managing projects from simple to complex- and at the same time, it doesn’t forget the occasional or novice user.”  
-PC World Online*

This comprehensive course is designed to teach not only project management software, but also general project management skills to help participants understand the software's many advantages in planning and tracking projects. Participants of this seminar gain valuable project management knowledge from an expert in the field in addition to the software training. This is why we offer participants a clear advantage over taking this course at a generic software training company.

This course includes a thorough review of the project management software package you are using at your organization. This course will teach you the skills you need to more efficiently manage your projects using this software. You will be able to take this knowledge and apply it immediately to projects you are currently involved with and any new projects on the horizon.

### Learning Objectives

- Learn to finish your projects on time and within budget as well as specified quality and performance criteria.
- Understand when and how to use critical project management tools such as the Gantt Chart, Network Diagram and Resource Histogram.
- Learn to identify conflicting resource assignments, both within a single project and across multiple projects.
- Learn how to do “what if” analysis, such as “what if we put the project on a 6-day schedule or add an additional shift?”
- Understand how the software can automate the project management process and help anticipate problems before they become crises.
- Understand how the software provides instant visibility of the critical path -- the primary tool for crashing a schedule.
- Learn how the software can assist in the difficult task of managing resources.

## **Audience**

This course is specifically designed for employees who need to be knowledgeable about current project management software programs.

## **Course Outline**

### **Review of Project Management Concepts**

- Work Breakdown
- Gantt Charts
- The Network Diagram
- Task Sheet
- Project Management Terminology

### **The Basics**

- Starting and Opening a Project
- The Network View, the Resource Sheet
- Beginning a Project
- Creating a Calendar
- Establishing Project Defaults
- Creating a Project
- Creating a Schedule
- Task Information
- Gantt Chart
- The PERT Window

### **Resource Management**

- Creating the Resource List
- Assign and Review Resource List
- Resolve Resource Conflicts
- Sharing Resources Across Multiple Projects
- Resource Contouring, Usage and Information

### **Multiple Project Concepts**

- Multiple Project Concepts
- How to Create a Super-Project

### **Tracking and Troubleshooting**

- Tracking the Project
- Filter the Project
- Sort the Project
- Schedule from the Start vs. Schedules from End
- Compression

### Reporting

- Reporting
- Use of views and tables for special reporting needs
- Formatting options
- Pre-defined report options
- Creating custom reports

### Workshop – 3.5 hours

- This time period will allow participants to practice what they have learned
- Class participants will work independently, or in small groups, on project of their choice
- Instructor will function as roving consultant, interacting with participants where necessary
- Will allow participants to receive one-on-one interaction on topics of particular interest
- Instructor will re-convene class during the day, as needed, to instruct / discuss issues that arise from the workshop that are common to multiple participants

### Program Format – 3 Days

This program is extremely interactive and limited to 15 or fewer participants. Each participant works at a terminal and there is a great deal of one-on-one interaction with the instructor. Tools and techniques are reinforced using an actual project case study.

Facilitating Your Strategic Model