



Steve Woloz Associates Introduces Project Management: Bulletin 3: The Subject Matter

Please note that all subjects in blue consist of practical computer workshops.

1 Module 1: Project Management Framework – Setting the Scene

1.1 Session 1 – Project Management Business Context

- Why a `project management` focus?
- Role of the Project Manager (case discussion)
- Stakeholder management (case discussion)

1.2 Session 2 – the Project Management Process

- What is the 'project management process'?
- Project Management Institute & Book of Knowledge
- Elements of project success
- Project `phasing` for control

1.3 Session 3 – Project Definition

- What is the business Opportunity/Problem/Requirement?
- Alternatives and Proposed Solution
- Economic Justification *
- Justification and Business Case
- Strategic Fit
- Economic Justification
- Approval and Project Charter

1.4 Session 4 – Project Initiation

- Effective Project `Kickoff`
- Developing a project `Master Plan`
- Time/Cost Constraints
- Communication Plan
- Project Organization
- Work Breakdown Structure
- Method of Control
- Risk Management



2 Module 2: Project Management: Nuts and Bolts

2.1 Session 5 – Building the Team

- Project Leadership
- Dealing with Responsibility without Authority
- Responsibility Matrix
- Gaining and Retaining Resources and Support

2.2 Session 6 – Project Planning

- 'The 'top-down' approach'
- Network Based Scheduling
- Critical Path as key `dashboard` element (exercises)
- Project 'Crashing' (exercises)
- Project resource control and 'leveling' (exercises)
- Application of computerized systems (ex. 'MS Project')

2.3 Session 7: Project Planning Using Microsoft Project: Lesson 1

- Creating a Project Plan File
 - o Creating and Assign a Project Calendar
 - o Adding Tasks to the Project Plan
 - o Adding Project Summary Tasks
 - o Adding Recurring Tasks
 - o Setting Task Duration Estimates
- Work Break Structure
 - o Outline Tasks
 - o Task Dependencies
 - o Identifying Deliverables
 - o Setting Deadlines
- **Assigning Resources**
 - o Setup Resources
 - o Creating and Assigning Resource Calendars
 - o Resolving Resource Conflicts
- **Setting the Baseline**



3 Module 3: Project Implementation

3.1 Session 8 – Project Execution & Control

- Elements of Project Control 'System'
- Managing Project Change
- Conflict management (case discussion)
- Communications management
- Project Meetings

3.2 Session 9 – Advanced Tracking

- Progress monitoring (incl. 'earned value')
- Gathering and integrating data remotely
- Publishing to virtual teams

3.3 Session 10 - Project Management Software lesson 2:

- Publish a Project Plan
- Tailoring MSP to meet your specific needs (View, Tables, Filters...)
- Assign Resources to Tasks in a Published Project Plan
- Review Task Assignments
- Request Progress Information
- Update Task Progress with Time Sheets
- Improve Project Plan Updates
- Post an Issue



4 Module 4: Leveraging Project Management through Enterprise wide approach

4.1 Session 11 – Retaining Lessons Learned through Close-out

- Project Termination
- Performance Evaluation & Recognition
- Post-Project Audit - Lessons Learned Report

4.2 Session 12 - Expanding Project Management Practices

- Prioritizing the issues (case discussion)
- The trend to Enterprise Project Management
- The options and role(s) for Project Management Office (PMO)
- Necessary ingredients and set-up options for PMO
- Managing the Change

4.3 Session 13 – Setting the Organisational Parameters for Enterprise Project Management – Best Practices and Pitfalls

- Making best use of MS Project Professional as a multiple-project reporting tool
- Sharing Resource Pools across multiple projects
- Project Web Access reporting environment
 - Supporting virtual teams
 - Setting up Approval Process
 - Security Settings
 - Save (publish) projects to the MS Project server
 - Make updates to project tasks via the Project Web Access interface
 - Set up for status reporting, issues and risks within the MS Project Web Access environment.
 - Gain familiarity with Portfolio Analyzer and Portfolio Modeler and other features.

4.4 Session 14 - Project Management Software lesson 3:

- Using Project Web Access
 - Access Project Server
 - Change Email Notification Settings
- Viewing Tasks in the Task Page
 - View Task Page Information
 - Change Task Order
 - Search for Task Information in a View
 - Change Tasks Displayed
 - Set View Options
 - Print Task Information
 - Work Offline
- Updating Task Assignments
- Update Progress on a Task Assignment
 - Tracking Methods
 - Status Indicators
 - The Update Task Progress Process



- Attach Notes to Task Assignments
- Reject an Existing Task Assignment
- Delegate a Task
- Create a New Task
- Assign Yourself to an Existing Task
- Notify your Manager of a Change in Availability
- Using To-Do Lists
- Create / Modify a To-Do List
- Set To-Do List Options

- Submitting Status Reports
 - Submit a Requested Status Report
 - Submit an Unrequested Status Report

- Managing Risks, Issues, and Documents
 - Work with Risks
 - Work with Issues
 - Work with Documents
 - Filter Risks, Issues, and Documents

- Viewing Project Status with the Enterprise
 - Work in the Project Center
 - Work in the Resource Center
 - Create a Custom Link

- Portfolio Analyzer
- Portfolio Modeler
-

4.5 Session 15 – Course Evaluation and Review

- Review of major topics Covered
- Review of Software Applications
- Course Final Evaluation Forms
- Presentation of Diplomas