

Combining PMBOK® Guide Project Management Best Practices with Microsoft Project

Course Overview

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This is a 4-day class

Using the Guide to the Project Management Body of Knowledge Sixth Edition as the source material, as well as shows participants how to leverage the power of Microsoft Project 2010, 2013, or 2016 to create and track a realistic plan.



Who Should Attend

General familiarity project management principles helpful.

Course Objectives

This four-day course provides participants with a solid foundation of PMI®'s project management methodology, using the Guide to the Project Management Body of Knowledge Sixth Edition as the source material, as well as shows participants how to leverage the power of Microsoft Project 2010, 2013, or 2016 to create and track a realistic plan. Participants will choose a real-world project taken directly from their industry, and apply the PMI processes involved in initiating, planning, executing, monitoring, controlling, and closing a project. Participants will engage in numerous discussion groups focusing on best practices, as well as complete numerous templates for their real-world projects. Participants take all electronic templates and completed exercises with them after the class. This course is designed for project managers, project team leaders, and team members transitioning into project manager or project team leader roles.

Course Outline

1 PROJECT MANAGEMENT INTRODUCTION

- Project Management Introduction Overview
- Defining Projects (1.2.1)
- The Importance of Project Management (1.2.2)
- Project, Program, Portfolio and Operations Management (1.2.3)
- Key Components (1.2.4)
- Project Management Process Groups
- Project Management Knowledge Areas
- Project Data, Information, and Reports
- Tailoring
- Project Management Business Documents (1.2.6)
- Success Measurements

2 THE ENVIRONMENT IN WHICH PROJECTS OPERATE

- The Environment in Which Projects Operate Overview
- Enterprise Environmental Factors (2.2)
- Organizational Process Assets (2.3)
- Organizational Systems (2.4)
- Governance Frameworks (2.4.2)
- Management Elements (2.4.3)
- Organizational Structure Types (2.4.4)
- Project Management Office



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3 THE ROLE OF THE PROJECT MANAGER

The Role of the Project Manager Overview (3.1)
The Project Manager's Sphere of Influence (3.3)
Project Management Competencies (3.4)
Leadership: Politics, Power, and Getting Things Done (3.4)
Levels of Skills Capability (3.4)
Competency Model
Comparison of Leadership and Management (3.4.5)
Leadership Styles (3.4.5)
Personality (3.4.5)
Performing Integration (3.5)
Navigating Complexity: A Practice Guide

4 INITIATING PROCESS GROUP

Initiating Process Group Overview (3.3)
Develop Project Charter (4.1)
Identify Stakeholders (10.1)

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5 PLANNING PROCESSES

Planning Process Group Overview
Section A: Management Plans
Develop Project Management Plan (4.2)
Subsidiary Management Plans
Plan Scope Management (5.1)
Plan Schedule Management (6.1)
Plan Cost Management (7.1)
Plan Quality Management (8.1)
Plan Resource Management (9.1)
Plan Communications Management (10.1)
Plan Risk Management (11.1)
Plan Procurement Management (12.1)
Plan Stakeholder Engagement (13.2)
Change Management Plan and Configuration Management Plan (4.1)
Section B: Scope, Schedule, and Cost Processes
Collect Requirements (5.2)
MSP: Explore the Microsoft Project 2010 Environment
MSP: Display an Existing Project Plan in Different Views
MSP: Enter a Project Start Date
MSP: Create a Project Calendar
Define Scope (5.3)
Create WBS (5.4)
Define Activities (6.2)
MSP: Add Tasks to a Project Plan
MSP: Outline Tasks
Sequence Activities (6.3)
MSP: Link Dependent Tasks
MSP: Set Task Constraints and Deadlines
Estimate Activity Resources (9.2)
MSP: Add Resources to a Project Plan
MSP: Assign Resources to Tasks
Estimate Activity Durations (6.4)
MSP: Enter the Task Duration Estimates
Develop Schedule (6.5)
Overview: Cost Planning Processes
Estimate Costs (7.2)
MSP: Enter Costs for Resources
Determine Budget (7.3)
MSP: Update the plan
Section C: Risk Processes
Identify Risks (11.2)
Perform Qualitative Risk Analysis (11.3)
Perform Quantitative Risk Analysis (11.4)
Plan Risk Responses (11.5)
MSP: Revise the MSP Plan
MSP: Set a Baseline
MSP: Resolve Resource Conflicts
MSP: Shorten a Project Using the Critical Path
MSP: View the Project Summary Report

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6 EXECUTING PROCESSES

Executing Processes Overview
Direct and Manage Project Work (4.3)
MSP: Enter Task Progress
MSP: Enter Overtime Work
MSP: Create a Custom Table
MSP: Create a Custom Field
Manage Project Knowledge (4.4)
MSP: Create a Custom View
MSP: Make Custom Views Available to Other Project Plans
MSP: Export Project Plan Cost Data to an Excel Workbook
MSP: Copy a Picture of the Project Plan Information
MSP: Link Documents to a Project Plan
MSP: Create a Visual Report
Manage Quality (8.2)
Acquire Resources (9.3)
Develop Team (9.4)
Manage Team (9.5)
Manage Communications (10.2)
Implement Risk Responses (11.6)
Conduct Procurements (12.2)
Manage Stakeholder Engagement (13.3)

7 MONITORING AND CONTROLLING PROCESSES

Monitoring and Controlling Process Group Overview
Monitor and Control Project Work (4.5)
Perform Integrated Change Control (4.6)
Validate Scope (5.5)
Control Change (5.6)
Control Schedule (6.6)
MSP: Reschedule a Task
MSP: Filter Tasks
Control Costs (7.4)
MSP: Update Cost Rate Tables
MSP: Group Costs
Control Quality (8.3)
Control Resources (9.6)
Monitor Communications (10.3)
Monitor Risks (11.7)
Control Procurements (12.3)
Monitor Stakeholder Engagement (13.4)

8 CLOSING PROCESSES

Closing Process Group Overview
Close Project or Phase (4.7)
MSP: Create a Project Plan Template
MSP: Share Resources
MSP: Create a Master Project