



## COURSE OBJECTIVES:

In this course, you will learn to create project plan, scope statement, plan your project track timelines, baselines, tasks, and resources of a project, understanding the project life cycle to setting up and refining schedules, analysing costs, allocating resources, and tracking progress.

## WHO SHOULD ATTEND?

This course will benefit a wide range of individuals from various sectors and industries.

- **Business Owners**
- **Project Managers**
- **Engineers**
- **Site Supervisors**

All these individuals have one thing in common - the role of planning and scheduling tasks.

## BENEFITS

- **Participation in an interactive workshop**
- **Learn from a recognised expert with cross industry experience**
- **Comprehensive course documentation**
- **Immediate implementation in the workplace**

## REQUIREMENTS

Reliable internet  
MS Teams, Zoom or compatible platform.  
MS Project 2010, 2013, 2016 or 2019



# PROJECT MANAGEMENT AND MS PROJECT -ENGINEERS AND TECHNICAL PROFESSIONALS

## YOUR FACILITATOR

Karl is a highly experienced trainer in the corporate environment, highly qualified in Educational theory and methodology. Karl has trained in the corporate sphere for 20 years, and prior to that, lectured degree programmes for the University of the Witwatersrand



His academic qualifications consist of the following:  
1980 – 1983 - Bachelor of Primary Education, University of the Witwatersrand  
1987 - Bachelor of Education, University of the Witwatersrand  
1991 – 1992 Master of Education

Karl has taught Project Management and MS Project to hundreds of staff at CSIR, he has taught Project Management, Database design and MS Projects to Sanbio Project for SADC scientists and researches funded by the Finnish Government.

## PREREQUISITES

As far as PMBOK, only bare essentials necessary. This course covers the essentials of the PMBOK. As far as software goes, MS Project Basic. A good knowledge of Excel will be an advantage.

## TARGET GROUP

This course is intended for delegates who have knowledge of the Basic Concepts of Project Management MS projects. The course should be attended by a delegate who wishes to use further embellish his/her skills.

## COURSE DESCRIPTION

The course enables a person to design a project from start to end, using as much of the features available in the program to ensure an efficient flow of a project.



## CONFIGURATION

Any three days, with 4 ½ hours to spare (as per course outline). This can take place over as many weeks as is convenient, but the closer the sessions are, the better.



## COURSE CONTENT

### MODULE 1 – DAY 1 (4 ½ HOURS)

#### Topic 1: PLANNING THE PROJECT

- Create project plan
- Design Scope Statement
- Estimating Durations, WBS and the baseline

#### Topic 2: PUTTING IT INTO MSP

- Gantt Chart Bars
- Relationships, lag and lead time.
- Creating slack
- Calculating total float and slack
- Attenuating the project plan

#### Topic 3: UPDATING PROJECT DOCUMENTS

#### Topic 4: FINE TUNING

- Decomposition and the WBS

#### Topic 5: WORKING WITH RESOURCES

- Planning Human Resources
- Resolve Resource Allocations by Using Levelling
- Effective teamwork
- Resource Contouring

#### Topic 6: TRACKING A PROJECT

- Revisiting the Basics of Project Tracking
- Create a Baseline Plan
- Update a Project SCHEDULE
- Setting and Displaying the Interim Plan

### MODULE 2 – DAY 2 (4 ½ HOURS)

#### Topic 7: ADVANCED COSTS AND RESOURCE FEATURES

- Planning costs and determining report formats for the team
- Working with Cost Rate Tables
- Customising a cost table for reports
- S Curves, Earned value

#### Topic 8: WORKING WITH MULTIPLE PROJECTS

- Consolidate Projects
- Delete Link to Consolidated File
- Consolidate Open Projects
- Link Information between Projects

#### Topic 9: WORKING WITH VIEWS FOR YOUR PROJECT PLANNING

- Gantt view
- PERT view
- Submitting reports for the team

#### Topic 10: RISK MANAGEMENT

- Creating a risk register
- Creating a probability impact matrix
- Create a risk response plan

#### Topic 11: REPORTING

- Create a Custom Basic Report
- S-Curves and Burndown reports
- Visual Reports
- Create a Visual Report by using a Template

#### Topic 12: PROCUREMENT, CONTRACTS AND PROJECT CLOSURE

- Setting up SLA's and contracts with suppliers
- Controlling the supplier process through feedback
- Adding suppliers to resource list and assignment thereof
- Tracking cash flow through weighted milestones

### MODULE 3 – DAY 3 (4 ½ HOURS)

#### Topic 13: MULTIPLE PROJECTS

- Inserting sub-project
- Sharing common resources across the network
- Managing multiple projects

#### Topic 14: VARIOUS SUMMATIVE EXERCISES

- Creation of S-Curves
- Creation of project documents
- Controlling slack time
- CPM and PERT methods for controlling the schedule.
- Monitoring Earned Value

