

Title: Microsoft Project – Deliverables Based Planning

Description: Learn the 20 Skills to build your Project Plan in Microsoft Project quickly and accurately. This hands-on class will teach you how to be proficient in Microsoft Project’s features. The class teaches skills in five core areas:

- Essentials – Learn how to start out each plan well.
- Work – Learn how to enter and link planned project work.
- Resource – Learn how to add resources to your work.
- Manage – Ensure that you can manage your project execution inside Microsoft Project (no more spreadsheets).
- Report – Learn about ways to make reporting easy.

Microsoft Project– 20 Skills

Essentials	Work	Resource	Manage	Report
<ul style="list-style-type: none"> ▶ Design a Plan ▶ Navigate the application ▶ Use a Startup Checklist 	<ul style="list-style-type: none"> ▶ Enter Deliverables ▶ Sequence Deliverables ▶ Add Milestones ▶ Assign accountabilities ▶ Perform a hangers check 	<ul style="list-style-type: none"> ▶ Complete the Resource Sheet ▶ Make resource assignments ▶ Perform "what if" analysis ▶ Approve and Baseline the Plan 	<ul style="list-style-type: none"> ▶ Add Plan progress ▶ Calculate Variance ▶ Estimate Plan changes ▶ Make approved changes 	<ul style="list-style-type: none"> ▶ Leverage views and features ▶ Provide team reporting ▶ Provide Leadership Reporting ▶ Understand standard reports

PRAXILIENT © 2021
UNDERSTANDING YOUR BUSINESS DELIVERING RESULTS

Student Job Aids: The student will be provided with the following:

- Student Guide (includes two-up slides for notes)
- Student Files to practice exercises
- Quick Reference Cards (QRC):
 - 20 Skills chart
 - Ribbons Guide

Purpose: To teach each Student the 20 Skills required to quickly build an accurate deliverables-based Project Plan in Microsoft Project.

Objective: Following this session, the Student will be able to:

- Efficiently navigate Microsoft Project 2013-2019
- Correctly setup a project using a defined checklist
- Effectively use project calendars and views
- Create a deliverables-based plan for a project using a repeatable process
- Allocate resources to the plan
- Create a project baseline that establishes a controlled schedule
- Update the plan with actual results
- Analyze a plan variance
- Make changes in a project plan without causing strange things to happen
- Use the core reporting features to update the project team and

	<ul style="list-style-type: none"> sponsors on the status of a project Use the plan as the "one source of truth" for their project
Benefits:	<p>Employing these new skills will result in:</p> <ul style="list-style-type: none"> Greater control over the schedule of a project More efficient use of planning and project execution time Using Microsoft Project as a repository for the most important project information Allowing the student to perform "what if" analysis on their project A single source of project information that is easier to maintain
Requirements :	<p>Prior to the course, the student should have:</p> <ul style="list-style-type: none"> Experience in project planning and execution An understanding of the basic navigation of Microsoft Project Identified existing scheduling challenges <p>Students should bring to class:</p> <ul style="list-style-type: none"> Their laptop with Microsoft Project 2013, 2016, or 2019 installed Optionally, an example of a project that they would like to fix.
PMI Standards Covered:	Processes: PMBOK ® Guide Process (Planning, Execution)
Duration:	Online Virtual Classroom Training; 5-day format, 2.5 hours / day
Outline:	<p>The course outline is as follows:</p> <p>Session 1:</p> <ul style="list-style-type: none"> Introductions Essentials: <ul style="list-style-type: none"> Design a Plan Navigate the Application Use a Startup Checklist <p>Session 2:</p> <ul style="list-style-type: none"> Work: <ul style="list-style-type: none"> Enter Deliverables Sequence Deliverables Add Milestones Assign Accountabilities Perform a Hangars Check Complete the Work Exercise <p>Session 3:</p> <ul style="list-style-type: none"> Resource: <ul style="list-style-type: none"> Complete the Resource Sheet Make resource assignments Perform "What if" analysis Approve and baseline the Plan Complete the Resource Exercise <p>Session 4:</p> <ul style="list-style-type: none"> Manage: <ul style="list-style-type: none"> Add Plan progress Calculate variance Estimate Plan changes Make approved changes <p>Session 5:</p> <ul style="list-style-type: none"> Report: <ul style="list-style-type: none"> Understand views and features Provide Team reporting Provide Leadership reporting Understand Standard Reports Recap
Instructor:	Mark Swiderski, PMP