Planning and monitoring of IT projects

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SII-55   3 Days (21 Hours)

Description

Even for a modest-sized project, as a project manager you must control deadlines and be accountable for the use of resources and the allocated budget. Defining the optimal schedule for a project, being able to monitor its progress and providing key performance and progress indicators will be one of the keys to the success of your project. Through this internship, you will learn to control and communicate on the "cost, deadline, resources" parameters of the project in order to support the decisions of the steering committee.

Who is this training for ?

For whom

 User project manager, IT project manager, project owner.
Prerequisites

   Aucune

Training objectives

* Represent dependencies between tasks to define the PERT network Realize the association of resources with tasks and optimize their distribution in the Gantt chart Translate the project schedule into cost Calculate project progress indicators and analyze them Use MS-Project to enter and track project data

Training program

Processus de planification de base

* Breaking down the project into tasks (WBS: Work Breakdown Structure).
* Scheduling or highlighting the connections that exist between the different tasks of a project.
* Types of links, lead and delay, earliest and latest dates, calculation of free and total margins.
* Representation of task scheduling constraints: PERT method approaches and Gantt.
* Optimization of the task sequence to minimize the critical path.

Introduction à MS-Project

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- Initializing a project.
- Presentation of the working environment. How to personalize it?
- Current views.

Construction du diagramme de Gantt et affectation des ressources

- Understand the equation Work (Load) - Unit (Nb of resources) - Duration.
- The association of resources with tasks.
- Calendar and availability of resources on the project.
- Types of resources (human, material).

Optimisation de la planification et gérer les coûts

- Audit resources.
- Leveling or how to reduce the number of parallel paths.
- Smoothing to optimize the use of resources.
- Understand the task types (capacity/duration/fixed work) and MS-Project calculations.
- Management by resources or by duration in MS-Project.
- Management by resources or by duration in MS-Project.
- Translation of resources into costs.
- Define and manage costs: from offer to budget.

Suivi et maîtrise de l'avancement du projet

- The different methods of project management (by deadlines, by charges, by costs).
- Physical progress indicators of the project: utilization coefficient, speed and performance .
- Progress of batches, evolution of remaining charges.
- Economic indicators Project: CBTP, CBTE, CRTE.
- Activity and progress reports.
- Construction of the project dashboard: choosing the right indicators.
- How to highlight relevant project data project with MS-Project?
- Use progress reports in MS-Project, view resource usage and track project costs.
- Data analysis and processing hazards during the project. The project triangle.

Planification et suivi multiprojets

- The justification for dividing it into sub-projects.
- The project division axes: Products (PBS), Activities (WBS), Resources (RBS).
- Inter-project planning constraints, shared resources.

Travail collaboratif et gestion multiprojets avec MS-Project

- Input of information by resources, consolidation in MS-Project by the project manager.
- How to carry out updates? The roles of the project manager and sub-project managers project managers.
- Multi-project management with MS-Project, main project and sub-projects, shared resource files.
- Consolidated projects and component projects.
- Why and how to link projects?
- Operating principle of MS-Project Server: presentation of the major functionalities.