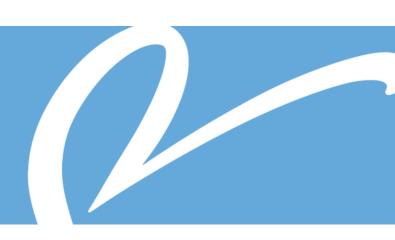


### Plan and monitor your projects

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MPGP-59 3 Days (21 Hours)



### **Description**

Monitoring the content of your project, making it visible to yourself and to stakeholders, requires a good understanding of planning methods and tools. This course will help you master these techniques, through case studies, illustrated and implemented with MS-Project 2010.

# Who is this training for ?

For whom

Project managers, project planners.

**Prerequisites** 

Aucune

### **Training objectives**

 Monitor the content of your project Communicate with stakeholders Apply project planning methods Use project planning tools

# **Training program**

### Introduction

- Definition of a project approach.
- Planning and monitoring in the project process.

Les techniques de planification



- · Identify the tasks of a project.
- Build the PERT network, specifying the dependencies between the tasks.
- Identify the margins and the critical path of the project .
- · Assign resources to tasks.
- Understand the work-unit-duration relationship.
- Optimize resources on the project.
- · Save the initial planning.
- Practical work Establish a Pert network.
- Calculation of dates at the earliest, at the latest, margins, optimize the network.
- Planning on MS-Project.
- · Optimize resource usage.
- · Initial planning.

#### Le pilotage de projet

- Progress indicators, utilization coefficient, speed and performance, remaining charges.
- Economic indicators: CBTP, CBTE, CRTE.
- The various reports (activity, progress.
- ).
- Contingency management: steering committee, project triangle.
- Individual monitoring and project monitoring.
- Practical work Establish a dashboard from activity reports.
- Build dashboards with MS-Project.

#### Les ressources

- Definition of human and logistics resources.
- Task/resource association, reservation and allocation.
- Translation of resources into cost.
- Practical work Modify resource associations.
- · Edit project costs.

#### Le suivi multiprojets

- Presentation of standardized divisions: PBS, WBS, OBS.
- Inter-project planning constraints, shared resources.
- · Practical work Decomposition of the project into sub-projects.

#### Etude de cas avec MS-Project



- Presentation of the case study.
- Views, filters and diagrams: personalize interfaces with MS-Project.
- Management by resources or by duration.
- · Summary tasks.
- Auditing resources.
- Capturing resource activity.
- Understanding monitoring indicators.
- Project assessment.
- Practical work Entering an initial plan then modified.
- Entering progress standard and simplified.
- Management of contingencies during the month, recording of progress by messaging.
- Project report.