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

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- 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

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- 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.