

PRINCE2® Planning & Progress Control Using Microsoft Project

Course Overview

PRINCE2® is a process based project management method that is easily tailored and scalable for the management of all types of projects within your organisation. PRINCE2® is the de facto standard for project management within the UK and Europe and is rapidly gaining the same status within Australia, being widely used across government and commercial sectors alike.

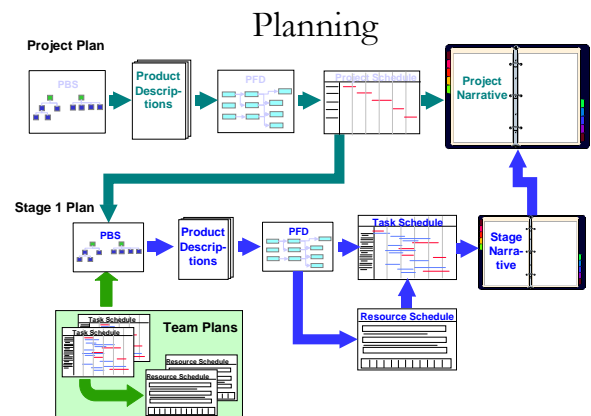
When applying PRINCE2® to plan and deliver new business products in a controlled and reliable manner, many project managers will use planning software, such as Microsoft Project™. This intensive, competency-based course delivers practical skills in applying PRINCE2® Planning and Control processes using Microsoft Project™. Short teaching sessions support computer-based exercises and case studies using Microsoft Project™ and Excel™ for performance graph creation. The course provides the theoretical knowledge, management skills and computer application skills needed to plan a project and manage project progress effectively.

Course Objectives

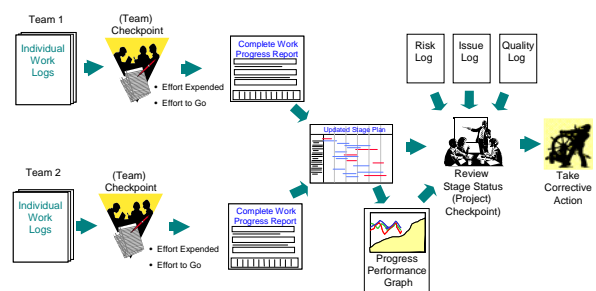
The primary objective of this course is to provide PRINCE2®-trained project managers and team managers with the essential skills to create and maintain effective plans and control work progress, using Microsoft Project™.

On completion of this course, you are expected to be able to:

- Understand common planning and progress control terminology;
- Describe the different application of and produce PERT and Gantt charts;
- Be competent to use PRINCE2® processes and techniques, with Microsoft Project™, to create task and resource schedules for stage and team plans;



Progress Control



- Complete resource sheets and apply task usage and resource usage tables in Microsoft Project™;
- Describe and use various format and display options in Microsoft Project™;
- Understand how to set up and produce a Work Progress Report;
- Establish a simple and effective progress control metric for medium and large projects, using Microsoft Project™ and Microsoft Excel™;
- Assess work progress against a plan and take appropriate corrective action;
- Manage and compare baseline and active plans.

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Topics Covered

The following topics will be covered:

- Introduction to Planning
- Planning processes and techniques (including two exercises)
- An introduction to and overview of Microsoft Project™
- Completing a schedule using Microsoft Project™ (guided case study)
- Assessing progress theory, concepts and techniques
- Setting up a performance graph (guided case study)
- Measuring progress (guided case study)
- Summary and self-assessment.

Delegate Participation

You will gain hands on experience in the planning and control of a hypothetical project using Microsoft Project™, during a case study that runs throughout the course. This provides realistic practical exercises that serve to reinforce theory sessions and promote familiarity with software functionality. The training is based on presenting a minimum of theory and a maximum of practical application to ensure an optimum level of practical competency is achieved.

Course Prerequisites

The following are pre-requisites for all delegates attending this course:

- **Essential:** PRINCE2® Overview Course.

- **Highly Desirable:** Basic experience with the use of Microsoft Project™ (any version). PRINCE2® Foundation or PRINCE2® for Practitioners Course.

Course Facilities & Materials

The course needs to be conducted in a computer training facility with each delegate¹ having access to a computer terminal with a CDROM drive and connected to a printer.

Tanner James provides a comprehensive student manual, which contains additional reference material that has post-training application.

Who Should Attend?

This course is designed for those involved in the day-to-day management of a PRINCE2® project including project managers and team leaders. It is also recommended for members of a Project Management Office (PMO) or project management support personnel involved in planning and control activities.

Access and Equity

As a Registered Training Organisation (RTO), Tanner James strives to provide the optimum access and equity for candidates to its training services. To this end, it is important that clients notify Tanner James as early as possible when a participant may need to take advantage of these provisions.

Course Details

Code: P2M

Duration: 2 Days

¹ A maximum of two delegates per terminal may be accommodated without impairing the achievement of individual competency outcomes.

For further information or to book a place on this course please call Tanner James on: 1800 774 623

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