

Project Management for IT Professionals – Day 3

Duration: 1 Day

Course Overview:

Project Management for IT Professionals – Day 3 details the Implement and Close-out Phases of a project. Once the project is under way, careful monitoring is required. Students will learn techniques for tracking project costs and times to determine if the project is over budget or running late, and when and how to make adjustments. Student examine which adjustments can be made by the software, and when must the project manager intervene. Students will learn how to identify and evaluate risk in their projects, and what remedies are available for risk avoidance. Day 3 also covers reporting, including printing Views and custom reports in MS Project, as well as how to close-out a project and evaluate its success afterward.

Students Learn To:

- Identify the likelihood of risk, its potential impact on a project, and how to reduce its effects
- Track a project once it is under way
- Utilize Earned Value Analysis (are you getting what you paid for?)
- Get control of a project that is over budget or behind schedule
- Get printed output from MS Project (Gantt charts, summary, budget and variance reports)
- Work with more than one project at a time by consolidating projects and sharing resources
- Effectively close-out and hand off a project
- Evaluate whether the project met its intended goals

Who Should Attend: Project leaders or project team members who plan to use Microsoft Project software.

This course covers most of the prerequisites for someone wishing to take the IT Project+ course and attain the CompTIA certification for IT Project+.

Prerequisites: Day 1 and Day 2 of this three-day course.

Course Outline:

Risk Management

What is Risk?
Sources of Risk
Risk Assessment
Risk Management Approaches

Project Tracking and Control

Moving the Project Forward
Monitoring for Project Progress
Earned Value Analysis
Getting Back on Track

Tracking Progress

Saving Projects with Baseline Plans
Updating Project Schedules
Analyzing Performance
Tracking Costs
Rescheduling Tasks

Project Reports

Communications Overview
The Project Performance Reports
Project Change Requests

Using Custom Tables, Filters, and Forms

Using Custom Tables
Using Custom Forms
Using Custom Filters
Using the Organizer

Customizing Views

Customizing Gantt Charts
Customizing Network Diagrams
Using the Drawing Toolbar
Using Custom Views

Customizing Reports and Printed Views

Controlling Output in Printed Views
Customizing Predefined Reports
Creating Custom Reports

Working With Consolidated Projects

Creating Consolidated Projects
Updating Consolidated Projects
Using Templates
Deleting Templates

Project Close-Out

Elements of Close-Out
Evaluation of People and Projects