# The Project Manager's Toolkit

*Duration: 2 days*

**"** PM-Partners have been leaders in training and professional certification for over 20 years.

Our trainers are highly qualified, practitioners in their chosen fields. **"**

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## Overview

This powerful and practical course is designed to provide participants with enhanced knowledge, tools and skills for managing projects. This course is software based and builds upon your existing fundamental knowledge and project management skills.

The Project Manager's Toolkit is a 2-day intensive course which uses a case study to effectively plan and control a project using Microsoft based software and custom-built templates. Participants will leave the course with a series of custom-built templates ready to use on their next project.

This course can form part of an extremely cost-effective strategy to introduce an entry-level project management methodology into your organisation, to provide consistency in delivery across organisational projects.

## Course Objectives

This course enables participants to maximise productivity using sound project management skills complemented by the use of Microsoft Project, Word and Excel, and proven pre-designed templates.

The focus is on presenting a toolkit for customising the 'how' of project management to suit requirements on the full spectrum of project activity.

Participants will be provided with the essential tools to manage a project or to be an effective, valuable member of the project team. A detailed case study provides an opportunity for participants to use Microsoft based templates to effectively run a project from its inception to completion.

Successful completion of this course will enable participants to:

> » Facilitate team commitment through the delivery of a 'Project Charter'
>
> » Create, manage, maintain, and report on project schedules in Microsoft Project
>
> » Manage project resourcing demands and resolve conflicts
>
> » Create reliable estimates using automated Microsoft Excel templates
>
> » Apply comprehensive risk management strategies
>
> » Exercise effective control over the inevitable element of change

# The Project Manager's Toolkit

## Who should attend?

This course is designed for:

- » Project managers, or people involved in projects, seeking an elevated level of proficiency in the management of their projects using available tools and proven project management methods.
- » Project teams that do not currently work to a consistent set of organisational templates or project management methodology.

## Prerequisites

Participants should either be currently working in a project environment or planning to do so in the near future.

**Essential:**

- » Fundamental project management knowledge and experience.

  Ideally, participants will have completed a Project Management Fundamentals course to understand the essential Project Management Discipline.
- » Base level proficiency in operating Microsoft Windows

**Advantageous:**

Basic Microsoft Project, Word and Excel (any version) skills.

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## Course Summary

**Reviewing essential project management principles**

Key project management principles. The project life cycle. Project scoping.

**Planning the project using Microsoft Project**

Identifying tasks using a 'top down' approach. Building and managing the schedule using milestones, dependencies, and constraints. Estimating costs. Linking to estimate sheets in Excel. Assigning resources.

**Managing the schedule**

Managing the critical path. Working with project baselines. Tracking and controlling the project. Resolving resource conflicts and over-allocations. Managing ongoing project communications. Managing change.

**Reporting and presenting the schedule**

Using Microsoft Project's predefined project reports. Preparing custom reports using custom tables and filters. Advanced printing options.

## Course Delivery

Trainers of this course will use a practical delivery approach to provide participants with a 'hands-on', multi-faceted and challenging learning experience.

This course can be held on-site or at our premises. All courses can be customised to suit your requirements.

**Materials:** A comprehensive participant handbook is provided along with a CD containing softcopies of templates for future use, including:

- » Project charter
- » Scope of work
- » Estimate sheet with formulas
- » Risk plan
- » Meeting action plan
- » Progress report
- » Responsibility assignment matrix
- » Resource task sheet
- » Weekly plan and progress report
- » Change request form and change request log
- » Work breakdown structure