

REAL Project Management with Microsoft Project® Part of the Synergist Series

This workshop introduces project participants and stakeholders to the application of project management best practices. Participants learn project management concepts, terms, methods, as well as learning how to use Microsoft Project to plan, manage, and report on their projects.

Topics Presented

- ◆ Project Management Terminology
- ◆ Project Definition/ User Requirements/ Specification Documents
- ◆ Special High-Tech Considerations/ Project Life Cycle
- ◆ Quality Planning and Management
- ◆ Project Planning and optimization, as well as project control and close-out
- ◆ Team Management, project communication, and stakeholder expectation management
- ◆ Organizational Issues, as well as project manager development

Learning Outcomes

- ◆ Define project management terminology and concepts
- ◆ Create an environment that supports project management practices
- ◆ Prepare and manage project documents
- ◆ Define needed roles throughout a project
- ◆ Interpret project data and reports
- ◆ Better manage stakeholder expectations, as well as prepare and defend project schedules
- ◆ Identify and manage project risk
- ◆ Understand how to efficiently setup and use Microsoft Project schedules

Special Features

- ◆ This workshop uses the REAL (Rapid, Experiential, Applied, Learning) training methodology. Instead of the standard “hear, see, do” presentation, this highly interactive workshop uses lively hands-on case-studies, multi-media presentations, models, role plays, and vignettes, all with a focus towards skills transfer. Advanced Adult Learning techniques are used throughout, along with cutting-edge ideas from Accelerated Learning
- ◆ Continuing access to a *participants-only* website

Workshop Design

© 2000 Vickey Quinn, PMP and Eric A. Spanitz, PMP. The delivery of this workshop is very interactive. Participants work on a case study, with several multi-media components. Fun re-enforcing practice and activities keep the atmosphere lively.

Audience

Project managers, project team members, program managers, project stakeholders, project support personnel including Administrative staff, HR personnel, and HR Training

Duration 3 days

PMBOK® Knowledge Areas Discussed

Integration	Scope	Time
Cost	Quality	Human Resources
Communications	Risk	Procurement