



We Deliver More...

ARM-109-1,2&3
Software Project
Management
with MS-Projects

A three part course from
ARM Consultants

COMMENT

This course can be taken only in its entirety.

It cannot be taken in parts.

Once confirmed, the dates for all three parts will be finalized.

Course Name: Software Project Management with MS-Project – 1

Course Level: Basic

For: Entry Level Team Leaders and others with no MS-Project experience

Strength: Not to exceed 20

Duration: 1 day

Infrastructure: LCD Projector, Connectivity for the LCD Projector to the trainer's Laptop, Whiteboard and Whiteboard colour markers. Networked Windows workstation with MS-Project loaded and all features operational. MS-Excel should be loaded and operational. One floppy drive or CD should be working on one of the workstations so that data and sample cases can be shared.

Course Material: Software project will be used to demonstrate. The case will be provided in EXCEL and MS-Projects format. No paper handouts will be provided. Course material will be handed over on a CD in PDF format. This will require Adobe reader to view the contents.

Course Content: 70% theory & 30% hands on

- Introduction to Project Management
- Importance of Project Management
- Tools – MS-Project
- Setting up MS-Project
- Setting up MS-Project-Gantt View
- How to gather data
- How to collate data
- How to input data – manual & XLS
- Tasks & sub-tasks
- How to assign dependency & constraint
- How to create resource pool or workgroup
- How to assign resources
- How to input costs – TAUGHT ONLY IF SPECIFIED BY MANAGEMENT.

At the end of the course, participants will be capable of creating a project plan using MS-Projects.

Course Name: Software Project Management with MS-Project – 2

Course Level: Intermediate

For: Team Leaders and Project Managers who have used BASIC course features for six months on the job.

Strength: Not to exceed 10

Duration: 2 days

Infrastructure: LCD Projector, Connectivity for the LCD Projector to the trainer's Laptop, Whiteboard, Whiteboard colour markers. Networked Windows workstation with MS-Project and all features operational. MS-EXCEL must be loaded and operational. One floppy drive or CD should be working on one of the workstations so that data and sample cases can be shared.

Course Material: Software project will be used to demonstrate. This will be provided in EXCEL and MS-Projects format. No paper handouts will be provided. Course material will be handed over on a CD in PDF format. This will require Adobe reader to view the contents.

Course Content: 50% theory & 50% hands on.

- MS-Projects.
- Ready Project plan.
- Resource leveling
- Tracking views
- How to review project plan with team
- How to assign tasks
- How to send / request for status updates
- How to update a plan – manual
- How to update a plan – automatic
- Reports – different types
- Managing tracking
- Managing resource leveling
- Managing MIS from MS-Project

*At the beginning of the course, the participants knew how to plan and schedule.
At the end of the course, they will know how to take the scheduled plan, level it for
over-allocation, assign tasks to resources and track the same.*

Course Name: Software Project Management with MS-Project – 3

Course Level: Advanced

For: Team Leaders and Project Managers who have used BASIC and INTERMEDIATE course features for more than 1 year atleast on the job.

Strength: Not to exceed 10

Duration: 1 day

Infrastructure: LCD Projector, Connectivity for the LCD Projector to the trainer's Laptop, Whiteboard, Whiteboard colour markers, Networked Windows workstation with MS-Project loaded and all features operational. MS-EXCEL must be loaded and operational. One floppy drive or CD should be working on one of the workstations so that data and sample cases can be shared.

Course Material: Software project will be used to demonstrate. The case study will be provided in EXCEL and MS-Projects format. No paper handouts will be provided. Course material will be handed over on a CD in PDF format. This will require Adobe reader to view the contents.

Course Content: 30% theory & 70% hands on.

- Problems in resource leveling
- Problems in tracking
- Managing multiple projects
- Resource sharing
- Managing multiple projects with shared resources
- Leveling multiple projects with shared resources
- Managing Projects in trouble

This is more a question and answer session for handling specific problems that professionals who have significant experience in using MS-Project face.

This is a highly interactive session for joint resolution of problems between trainer and trainees.

This requires prior consultation with participants to plan an effective & highly specific content.