

## COST PER HEAD

Rs. 29,500 per person. Group discounts (5%) are available for those institutions who send more than 5 participants. (The fee include the design, delivery of the course, the developing and producing training material, lecture room charges, computer usages charges, facilitation charges and lunch)

## OTHER DETAILS

It is a non-residential course. Week-day as well as week-end courses will be conducted.

## HOW TO APPLY

Use the application form available at the end of the prospectus and fax +94(0)112552474 or email it to [keerthi@dlcsrilanka.org](mailto:keerthi@dlcsrilanka.org)

Application form could be downloaded from the DLC website [www.dlcsrilanka.org](http://www.dlcsrilanka.org)

Enquiries and Clarifications

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# Project Management

\*using MS Project 2013



SLIDA

## ABOUT THE COURSE

This course is primarily aimed at teaching project management, but with the use of the most popular software package for the purpose. It starts with basics but within a course of eight days trains the participants to use MS-Project 2013 for advanced purposes. Hands-on training will be provided with individual computers.

## TARGET GROUP

Middle managers, especially in the fields of engineering, finance, accounting and general administration

## DURATION

Only 8 days

## CLASS SIZE

Maximum 25 participants

## DATES

Dates will be announced when adequate number of participants has been registered for the program.

## CONTENTS

**Day 01** : General Concepts - General Management, Project Management, Project Environment, Project Management knowledge and skills, Principles of Project Management, Project Management Systems and Processes, Organizational Structures, Project Life Cycle, Needs Analysis, Feasibility, Studies Role of the Project Manager, Team Building, Project Planning, Work Breakdown Structure, Project Control and Coordination, Techniques for dealing with Conflicts, Project Closeout.

**Day 02** : Integration Management, Scope Management, Time Management, Cost Management, Quality Management, Human Resource Management, Communications Management, Risk Management, Procurement Management, Stakeholder Management.

**Day 3** : Introduction to MS Projects 2013, Calendars, WBS, Tasks, Gantt chart, Automatic Scheduling, Manual Scheduling, AOA Network, AON Network, Task Information, Estimating Durations for a Task, Task types, Tasks Dependencies, Task Constraints, Task Inspector, Project Views, Project Uncertainty and Risk Management.

**Day 4** : Resource Schedule, People Resources, Equipment Resources, Material Resources, Cost Resources, Resource Availability and calendars, Assigning Resources to Tasks, Work, Units and Duration, Effort Driven Scheduling.

**Day 5** : Calculation Engine for Scheduling, Removing or replacing a resource assignment, Advance Resource Scheduling, Budget for a Project, Task Usage View, Resource Usage View, Customizing Views and Tables, Formulas for custom fields, Resource Constraints, Resolving Scheduling Problems, Resolving Resource Problems, Resolving Conflicts, Critical Path to schedule a Project.

**Day 6** : Finalizing Project Plan, Baseline Plan, Tracking a Project, Rescheduling Incomplete Work, Examining Task Costs, Examining Resource Costs, Reviewing Schedule Variances, Project 2013 Forms, Project Reports, Macros, Visual Report.

**Day 7** : Monitoring Actual costs, Checking Cost Variance, Work Variance and Duration Variance, Variance Analysis, Earned Value Analysis, S Curve analysis, Forecasting project performance, What - if analysis.

**Day 8** : Working with Multiple Projects, Resource Pool, Shared Plan, Consolidating Project Plans, Enterprise Project Management, Project Databases, Introduction to Project Server, Working with Web-based Projects, Closing a project, How to Make Project Management Work in Your Organization.

**ENTER NOW!**