



Method MS Project based on PMI Best Practices

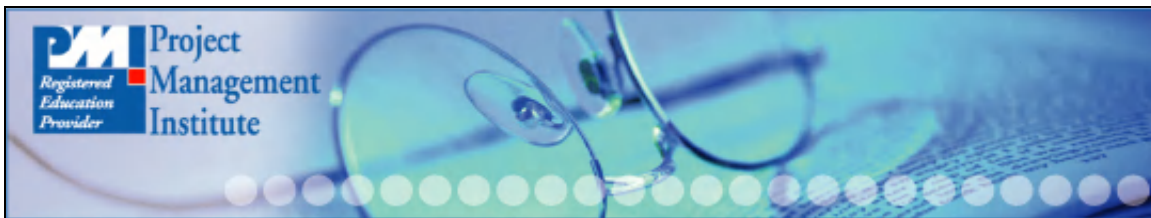
By:

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1 Program Value

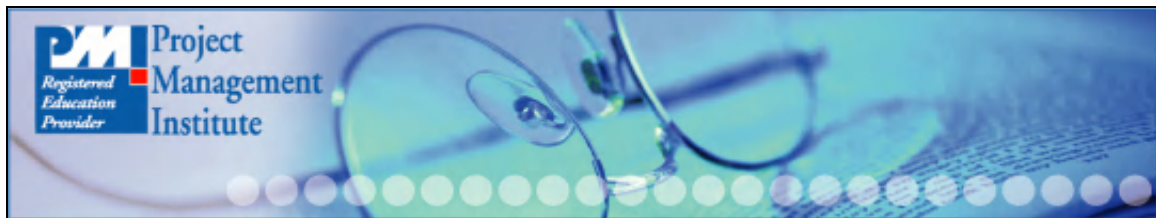
This unique MS Project Training, not only helps project managers using MS Project in managing their projects but it also gives assistance to follow PMI best practices in project management.

This training helps project managers to plan project activities in terms of duration, dependencies, constraints and needed resources besides building a cost estimate for the project. It also helps them to read project data in many views and reports to focus on the needed data while executing and controlling projects.

As this training is based on PMI best practices, some techniques will be included such as Earned Value technique, Pert Analysis and Critical Path Analysis.

It is focus on defining the logical sequence that a project manger preferably should follow while using MS Project. It also gives an overview of Microsoft EPM (Project Server and Web Access) which gives an idea of Portfolio Management and how projects are stored in one centre repository where it can be effectively managed.

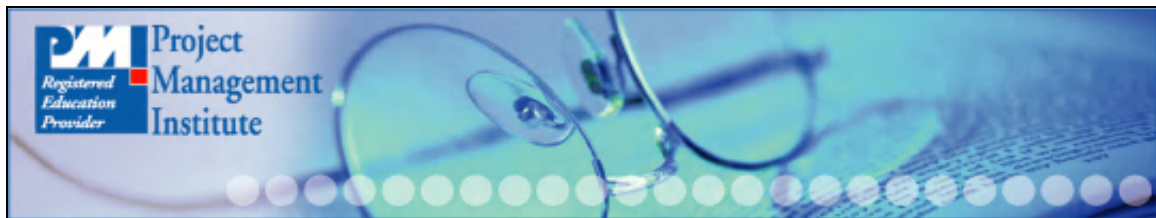
Such training prepares to apply for Microsoft Exam 70-632 which complete the requirements for “Microsoft Certified Technology Specialist: Managing Projects with Microsoft Office Project 2007” Certification.





2 Target Audience

This course is targeted for Project Managers and Project management expertise is recommended.



3 Program Description

3.1 Program Objectives

Upon completion of the course, participants will be able to:

- Use MS Project as a tool to manage their projects.
- Get the knowledge about Project lifecycle according to PMI standards.
- Balance between competing demands (Scope, Time, Cost, Resources) while scheduling their projects.
- Plan projects, assign resources, update projects, print reports and more.
- Get an idea about Project Server.

3.2 Program Contents

This program prepares participants for using MS Project Professional to manage their project through the project. The topics covered include:

1. Introduction to MS Project

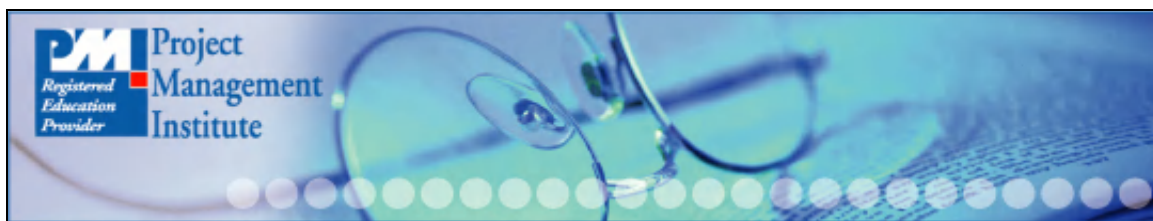
- 1.1. Understanding project management basics
- 1.2. Managing your projects with MS Project
- 1.3. How scheduling works in Project
- 1.4. MS Project Terms

2. Initiating a Project

- 2.1. Starting a project
- 2.2. Setting Project Information
- 2.3. Setting the calendar
- 2.4. Defining Resources
- 2.5. Entering costs for resources

3. Planning the project

- 3.1. Defining Tasks (PMBOK: Activity Definition)
- 3.2. Create WBS
- 3.3. Duration Estimation (PMBOK: Activity Duration Estimation)
- 3.4. Defining Tasks Sequencing (PMBOK: Activity Sequencing)
- 3.5. Setting Constraints
- 3.6. Assigning Resources (PMBOK: Activity Resource Estimation)

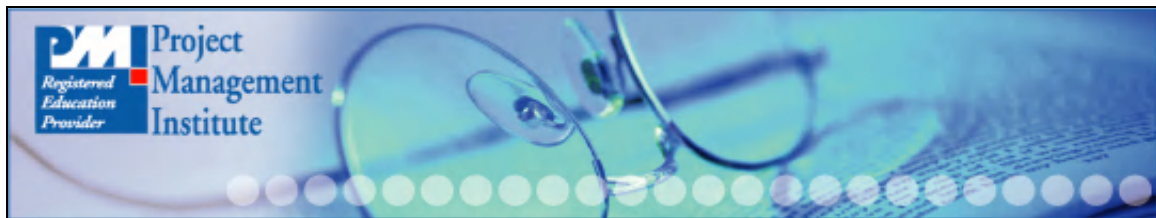


- 3.7. Cost Estimate (PMBOK: Cost Estimation)
- 3.8. Cost Budgeting (PMBOK: Cost Budgeting)
- 4. Schedule Development (PMBOK: Schedule Development)**
 - 4.1. Reviewing Critical Path
 - 4.2. Reviewing Over allocated Resources
 - 4.3. Saving Baseline
- 5. Executing the Project**
 - 5.1. Updating work progress
 - 5.2. Updating costs
- 6. Monitoring and Controlling the Project**
 - 6.1. What information can help me analyze my project's progress?
 - 6.2. Applying Views
 - 6.3. Using Filters
 - 6.4. Using groups
 - 6.5. Printing a view
 - 6.6. Schedule Control (PMBOK: Schedule Control)
 - 6.7. Cost Control (PMBOK: Cost Control)
 - 6.8. Printing Reports
- 7. Closing the project**
 - 7.1. Save my project as a template
 - 7.2. Automatically adjust the start and finish dates for new projects
 - 7.3. Compare two versions of a project
- 8. Managing Multiple Projects.**
 - 8.1. Sharing resources using a resource pool
 - 8.2. Export or import data from other formats
 - 8.3. Defining dependences between projects
 - 8.4. Creating master project
- 9. Customizing MS Project**
 - 9.1. Changing the defaults
 - 9.2. Customizing the appearance
 - 9.3. Configuring Tools and Options
- 10. Introduction to Project Server**
 - 10.1. Microsoft Office Project Server 2007 overview
 - 10.2. Executive Manager Role in Project Web Access
 - 10.3. Project Manager Role in Project Web Access (Part 1)
 - 10.4. Team Member Role in Project Web Access
 - 10.5. Project Manager Role in Project Web Access (Part 2)



3.3 Material Provided:

- Training manual.
- Course completion certificate by Method as a Registered Education Provider of the PMI.
- “Step by step Microsoft Office Project 2007” Book.



4 Program Leader

Ms. Eman Nairoukh, PMP, MCTS

4.1.1 Short Biography

Ms. Eman Nairoukh is a certified **PMP** (Project Management Professional) by the PMI (Project Management Institute) and certified as **MCTS** (Microsoft Office Project Server 2007, Managing Projects) and (Microsoft Office Project 2007, Managing Projects) by Microsoft with over ten years of experience.

Ms. Nairoukh has delivered numerous courses on Microsoft Project Server to many Method clients. She has conducted and led many consulting projects involving the deployment of MS Project Server as a component of EPM (Enterprise Project Management) solution. She served clients including Zain, Consolidated Consultants and many others both as a consultant and as a trainer. She has received very positive evaluations from clients following to delivering successful courses.

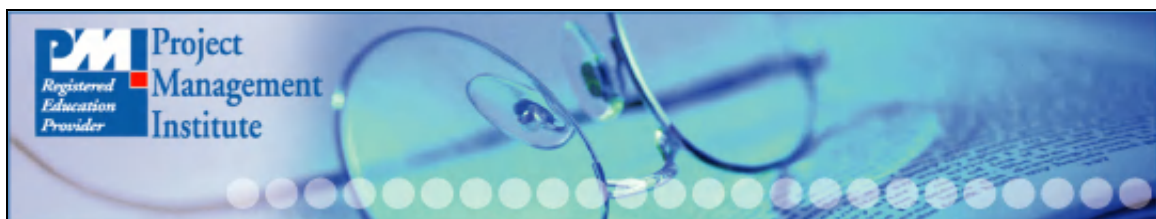
Prior to joining Method, she served a number of prestigious organizations including CEB and Apptek.

4.1.2 Related Experience

Ms. Nairoukh has an impressive track record in IT consulting, EPM tool training including MS Project, IT project management and software development. She has conducted MS Project training for dozens of local & global organizations like: KADDB, Ahli Bank, Zain, Emaar, Jordan Customs, Consolidated Consultants and many more.

4.1.3 Education & Certifications

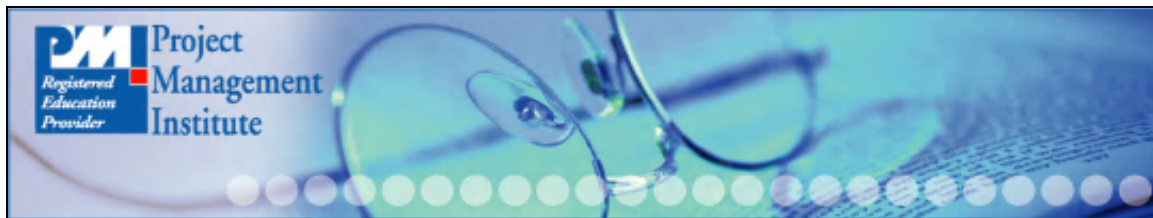
- 1998, University of Jordan, Amman, Jordan
 - Computer Science
- Certified Project Management Professional (PMP)
- Microsoft Certified Technology Specialist (MCTS)





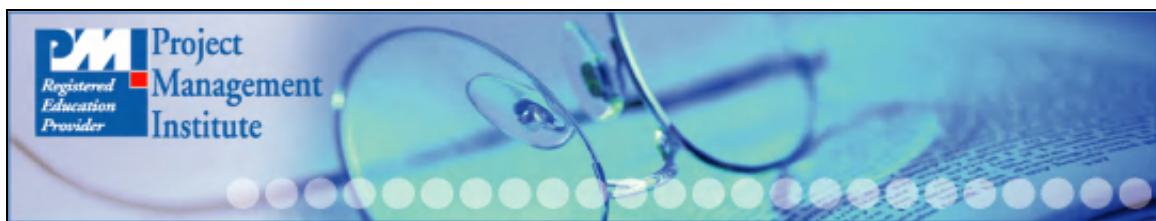
4.1.4 Recent Work Experience

- **Method Corp, IT Projects Consultant**, May 2006 to Present
- **Apptek, Senior Programmer and Technical Team Leader**, December 2000 to May 2006
- **CEB Solutions, Programmer**, March 1998 to July 2000



5 Why Method

- Training conducted by **Ms. Eman Nairoukh**, who has delivered numerous courses on Microsoft Project to many prestigious organizations.
- Proven **leadership & track record** with an impressive history of conducting successful PM & MS Project trainings for thousands of professionals.
- **First** Registered Education Provider of PMI in Jordan.
- Proven **track record in project management consulting** with great success for clients in Jordan including Jordan Telecom, Arab Bank, MOICT and others.
- **Focus.** Method is the only Middle East Company that is fully focused on Project Management.



6 Fees & Logistics

6.1 Dates & Times

Method MS Project Based on PMI Best Practices Program usually starts on a Sunday (on the dates mentioned below). The program will run over 5 consecutive days, Sunday to Thursday, 3:00 to 7:00 PM. Total program duration is 20 hours.

Upcoming Run: From Sep 26th to Sep 30th, 2010

6.2 Venue

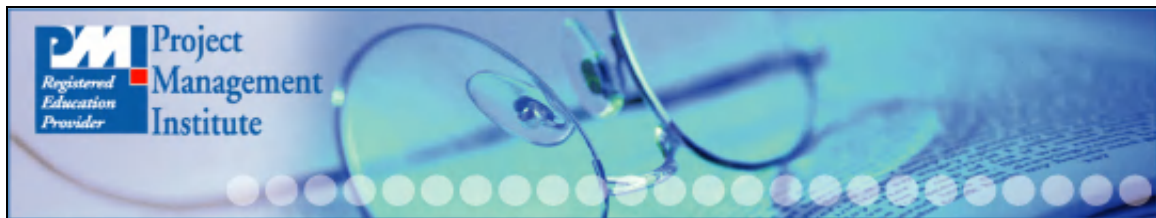
Method's Lab.

6.3 Fees

Cost per participant is JD 420. Price includes training material and certificates by Method as a Registered Education Provider of the PMI.

6.4 Registration

Other details, terms and conditions can be found in the **Registration Form**.





7 Contact Info

Please call us for more details.

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