



# Method's MS Project Based on PMI® Best Practices Program

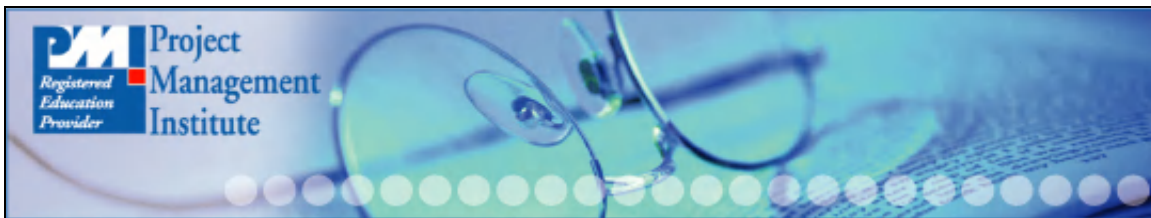
**By:**

**Wasseem Al Kury, PMP®, PMOC®, PRINCEII®, MCTS**



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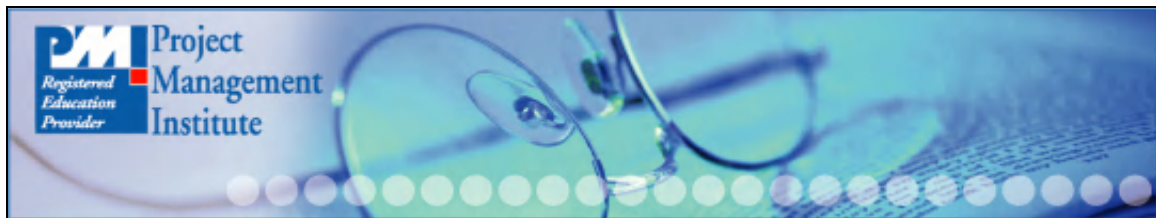
## 1 Program Value

This unique MS Project Training, not only helps project managers use 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.

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 and 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: Define Activities)
- 3.2. Create WBS
- 3.3. Duration Estimation (PMBOK: Estimate Activity Durations)
- 3.4. Defining Tasks Sequencing (PMBOK: Sequence Activities)
- 3.5. Setting Constraints
- 3.6. Assigning Resources (PMBOK: Estimate Activity Resources)
- 3.7. Cost Estimate (PMBOK: Estimate Costs)
- 3.8. Cost Budgeting (PMBOK: Determine Budget)





- 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: Control Schedule)
  - 6.7. Cost Control (PMBOK: Control Cost)
  - 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

### **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 2010” Book.



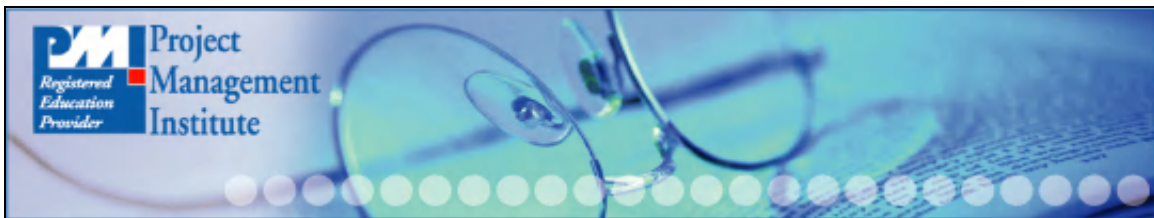


## 4 Program Leader

### Eng. Wasseem Al Kury, PMP®, PMOC®, PRINCEII®, MCTS

Mr. Al Kury is a Project Management Consultant specialized in establishing and launching project management offices (PMO) and EPM servers with an extensive experience in conducting Microsoft Project Server 2010 Learning Programs. For many public and private training courses, Mr. Al Kury gives Microsoft Project 2010 training sessions for project managers attending Method's PMP® training course. Additionally, he gives Enterprise Project Management (EPM) 2010 training for high executives, project managers and team members as part of Method's PMO setup projects.

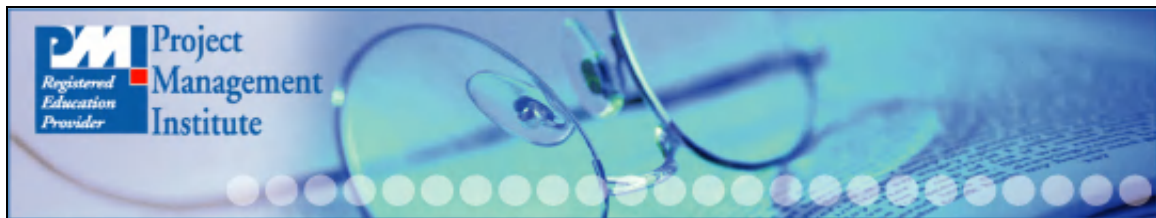
Mr. Al Kury Holds MBA degree in Project Management from University of Northern Virginia, bachelor's degree in Electrical Engineering from University of Jordan, Project Management Professional (PMP®) from the Project Management Institute (PMI®-USA), Project Management Office Certified (PMOC®) from All PMO Network-USA, PRINCE2® Foundation Level from APM-UK and MCTS Certification Microsoft Project 2007 by Microsoft.





## 5 Why Method

- Training conducted by **Mr. Wasseem Al Kury**, who has delivered numerous courses on Microsoft Project to many professionals.
- 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 three consecutive days, Sunday to Tuesday, 3:00 to 7:00 PM. Total program duration is 12 hours.

**Upcoming Run:** From Oct 30<sup>th</sup> to Nov 1<sup>st</sup>, 2011.

### 6.2 Venue

The Training will be held at the brand new state of the art training facilities of **Method's Executives Learning Lounge**, the professional service training firm at Abu Al Haj complex, 8th Floor.

### 6.3 Fees

Cost per participant is JD 290. Price includes training material, "Step by Step Microsoft Office Project 2010" Book and certificate 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.

### **Hala Badaro**

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