

Hands-on course , 3
day(s)
Ref : PLA

Participants

Users and IT project leaders.

Pre-requisites

None.

Next sessions

Scheduling and Monitoring Projects

OBJECTIVES

This course will enable you to master the principal techniques of scheduling and monitoring progress of an IT project. Accompanied by many practical exercises, it includes a case using the computerised tool, MS-Project 2003.

1) Introduction

2) Techniques of planning

3) Monitoring the project

4) Resources

5) Scheduling and monitoring multi projects

6) Ms Project 2003

Presenter

The course is animated by a team having real practical experience in IT project management. It is in particular Chantal MORLEY, author of the book "Management of information system projects" (Dunod 2002), lecturer at INT, and Jean HUGUES and Bernard LEBLANC, directors & partners within DELF company's and co-author with Chantal MORLEY, of the book "RAD: a method to develop faster" (Dunod) and "UML, for IT analysis" (Dunod 2002).

Exercise

Each section is illustrated by practical exercises and/or case studies.

1) Introduction

- Definition of a step project. Characteristics of IT projects. Positioning scheduling and Monitoring work in the project process.

2) Techniques of planning

PERT Network

- How to represent the constraints of schedule analysis in tasks: the types of links, leads and lags, the earliest and latest dates, free float, total float, the critical path.
- How to optimize a PERT network.

The bar chart (Gantt diagram)

- How to represent the constraints associated with the resources. Calendar ASAP, at the latest, improved. Levelling or how to decrease the number of parallel paths. Smoothing to optimize the use of resources.

3) Monitoring the project

The Dashboard of the project Manager

- Basic elements, the activity reports, the follow-up reports of progress.
- KPI, Indicators of: progress, load factor, speed and performance.

The management report of the project

- Progress of work packages, evolution of the remaining loads. Economic indicators: BCWS, CBWP, ACWP.
- Analysis and responses to risks: the organization, project leader and steering committee, the project triangle.
- Organization of monitoring: the individual monitoring and project monitoring.

4) Resources

- Identification of the necessary human and logistic resources: types of actors.
- Association task/resource, the reservation and assignment.
- Valuation of resources in costs: Identify and manage costs: from the proposal to budget.

5) Scheduling and monitoring multi projects

- The justification of a sub-projects breakdown.
- Presentation of the standardized project breakdown: PBS, WBS, OBS.
- Inter-projects Schedule Constraints, shared resources.

Workshop

The case study previously treated is broken-up into sub-projects.

6) Ms Project 2003

Interfaces

- Tables, views, filters and diagrams. How to personalize the interfaces.

Basic elements

- Tasks, resources, constraints. The relations work-unit-duration. effort or time driven. Hammock activity. Presentation of the resources audit procedure.

Monitoring

- Presentation of follow-up procedures starting from the activity reporting. Analysis and treatment of results: production of indicators.

Collaboration

- Data entry of information by the resources and consolidation in MS Project by the Project Manager. Principle of operation of MS Project Server: main functionalities.

Multi-projects

- Multi-projects Management with MS Project, main project and sub-projects, shared resources files. Consolidated projects and projects components. Why and how to link projects. How to carry out updates. Roles of the project Manager and the assistant managers of the projects.