

FastTrack Essentials

Class Overview: This class is designed to teach you essential project management techniques established by the Project Management Institute while you apply Microsoft Project as your project management tool. You will also learn how to refine your project schedule. Adjustment of the project schedule to fit an organization's work calendar, proper set up of milestones and deadlines are all explored. Critical path analysis and tracking of project progress are also addressed.

You will be given the opportunity to develop a basic project plan and refine it into a comprehensive project schedule.

Class Duration: This class will last 2 days.

Selected Audience: This class has been designed for people who want to learn how to implement proper project management and scheduling techniques while using Microsoft Project as their project management tool.

Prerequisites: You should have a project of your own to work on throughout the class.

Objectives: The following areas will be covered the first day of class:

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| Introduction | { | <ul style="list-style-type: none">• Project management terminology• Symptoms of a mismanaged project• Key project management skills• Introduction to the life cycle of a successful project |
| Initiating | { | <ul style="list-style-type: none">• Project initiation• Project charter development |
| Planning | { | <ul style="list-style-type: none">• Project schedule/calendar• Project templating• Phase, deliverable and task breakdown |

FastTrack Essentials continued

Objectives: The following areas will be covered the second day of class.

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| Planning continued | <ul style="list-style-type: none">• Milestones• Task relationships• Constraints and deadlines• Resource Basics• Printing the project plan• Scope verification |
| Executing | <ul style="list-style-type: none">• Critical Path analysis• Schedule analysis• Baselining• Schedule tracking |
| Controlling & Closing | <ul style="list-style-type: none">• Change control• Performance reporting• Archive the project and lessons learned |