

Advanced Project Management Materclass and MS Project

SAQA Unit Standard ID: 119343
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Develop an integrated Project Management plan for a
simple to moderately complex project.

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What you'll learn

Understand the business drivers for PPM as a consequence of increasing project based activity in response to increasing competition and innovation
Apply a range of project valuation and prioritization techniques
Define and apply a sequencing logic in order to schedule projects within constraints
Apply techniques for managing the risks and benefits of portfolios of in-flight business initiatives
Understand the essentials of good portfolio governance
Outline and explain important segments of the project master plan
Define systems, explain their characteristics, and relate them to projects
Evaluate project progress using Earn Value Management System and estimate new completion date and budget for any given project
List and explain all the main steps in the initiation phase to compare proposals and ultimately to select the best contractor
Build main sections of the project plan (such as schedule, cost, quality, and risk), analyze the project based on them, and assess it to create a project master plan

When your Executives need high quality project portfolio decision support analytics and data visualisations how will you respond?

Whether you work in a PMO or manage a project portfolio this course equips you with the essential knowledge and practical tools that you need to succeed in the practice of Project Portfolio Management (PPM).

This course can save you many tens of thousands of rands in consulting and tuition fees! It provides practical demonstrations of "how to do it" using analytical and visualisation tools, models and templates which have been developed and proven in practice over many years.

The course consists of 8 sections:

Introduction: PPM - What and Why?
Portfolio Selection
Portfolio Monitoring and Controlling
Portfolio Governance
Commercial Portfolio Management
Products
Advanced Portfolio Management
Concepts
PPM Educational Game.
MS Project Training

Who this course is for:

Anyone who wants to learn how to manage an entire project on their own
Anyone who wants to develop or enhance their project management knowledge and skills

You should take this course if you:

Sponsor, manage or participate in projects
Manage or perform a PMO function
Are an Executive or Manager at an organisation that undertakes a lot of projects
Want to improve your career opportunities in project management.

In today's global knowledge economy businesses need to differentiate themselves by constantly investing in and developing new and innovative products and services. It is more critical than ever that business and IT leaders collaborate to optimize the value of their organisation's human resources, digital and other assets by making prudent project investment decisions. PPM is the set of management disciplines through which this alignment is achieved.

Day One

Project & Project Management

What is a project?
Project vs. Non-Project Activities
Project Complexity and Uncertainty
Why do projects fail?
What is Project Management?
Management Functions
Project Management Characteristics
Project Environments

Development Cycle & Project Conception

Life Cycle
Development Cycle
Project Life Cycle
Conception Phase & Initiation Stage
Request for Proposal RFP
Feasibility Study
Contents of Proposal
Proposal Preparation
Proposal Preparation Submission and Evaluation
Conception Phase Outcomes
Project Contracting

Planning Fundamentals

Steps towards Creating Project Master Plan
Work Breakdown Structure (WBS)
Responsibility Matrix
Intro to Scheduling
Procurement Management

Project Time Planning and Networks
Network Methods
Forward and Backward Pass
An Alternative Way to Calculate a Network
Critical Path
Total Float/Slack
Free Float/Slack
Precedence Diagram Method PDM
Resource Constrained Scheduling

Advanced Project Management Network Analyses and Scheduling

Time - Cost Tradeoff
Crash Point Analysis
Least Cost Analysis
Shortest Duration Analysis
Cost estimating & Budgeting
Intro to Cost Estimation
Cost Estimation Process
Steps toward Cost Estimation
Project Budget
Project Cost Accounting System
Cash Flow

Managing Risks in Projects

Intro to Risk Management
Identify Risks
Assess Risks
Plan Risk Responses
Track and Control Risks
Practices and Policies
Expected Value
Decision Tree Analysis

Project Execution and Control

Intro to Project Execution and Control
Execution Phase
Project Control
Earned Value Management System
Calculating Basic Variables
Variances and Performance Indexes
Project Control Using Variances and Performance Indexes
Percent Completions
Project Forecasting
Time Variance and Time Performance Index
Basics Concepts Time-value of Money

Day Two

Portfolio Management Introduction and Overview

Management by Projects
Management Challenges in a Multi-project
Environment
Industry and Management Responses

Portfolio Selection Process

Introduction to Portfolio Selection Processes
Triage
Prioritisation
Sequencing
Optimisation (or Risk Balancing)

Portfolio Monitoring and Controlling Processes

Introduction to Portfolio Monitoring and
Controlling Processes
Verification
Performance Management
Benefits Management
Risk (Including Dependency) Management

Portfolio Governance

PPM Roles and Responsibilities
Presenting to a Portfolio Governance Board

Commercial Portfolio Management Products

PPM Vendors and Products
PPM Tool Benefits
PPM Tool Implementation Issues

Advanced Portfolio Management Concepts

PPM and Knowledge Management
PPM and Internal Organisational Markets

The Link To The Strategic Plan
Negotiation Essentials
Leadership Essentials
The Sponsor & Customer
The Project Stakeholders
Stakeholder Analysis
Assumptions & Constraints
The Conceptual Solution
Baseline Your Initiation Scope
The Project Charter
Relationship Of WBS & Requirements
Deliverables → Work Packages → Activities
The Precedence Diagram
Kinds Of Links, And Leads And Lags
Examples – Generic, Shed, Supper, Standards,
Process
The Purpose Of Monitoring And Control
Managing Scope Change
The Weekly Status Meeting
Change Impact Analysis
Schedule Crashing & Fast-Tracking

Day Three

Project Risk Management

Risk Identification, Assessment and Response
Development
Risk Response Control

Project Monitoring and Problem Solving: Tools
and Techniques

Project Control

Modeling Systems for Decision Making
Performance Measurement and Evaluation

Project Closure

Project Audit
Project Closure
Team Members, Project Manager's Evaluation
Closing the Loop: Structuring Improvement
Activities

Special Topic in Project Management

Critical Chain Project Management
Agile Project Management

The Project Management Methodology Spectrum

The PMTI Exam Strategy

Creating a High Performing Team- Hire team for
project planning and execution

Starting the Project- Initiate the project the right
way!

Doing the Work- Execute and monitor/control the
project across the 10 knowledge areas

Keep the Business Environment in the Mind-
Enhance your business with compliance and
proper transition

Agile, Hybrid, Traditional Summaries and Process
Flow Review



Day Four

Introduction to MS Project

The Basics - Project Start Date, Simple Options

Managing Calendars

What are Views?

The Gantt Chart

IMPORTANT: Understanding Work Formula Basics

Listing Tasks in MS Project

Task Dependencies and Relationships in MS Project

Creating Task Dependencies

Milestones With Non-Zero Duration

Task Constraints in Microsoft Project

Microsoft Project Task Deadlines

Banana Task or Hammock Task: Flexible Duration

Tasks in MS Project

Project Summary Task

WBS - Work Breakdown Structure Code

Displaying Critical Path

Free Slack vs Total Slack

Set Project Baseline in MS Project

Setting up Resources in MS Project

Assigning Resources

Leveling Resources

Working With Fields

Custom Text Field in MS Project

Tracking your Schedule

Percent Complete

Mark in Track - Update Task Commands in MS Project

Update Project Command

Tracking Table

Using MS Project in a Multiple-Projects environment

Sharing Resources in Microsoft Project

Using MS Project Task Priority Levels

Task Types Explained: Fixed Units, Fixed Work, Fixed Duration, Effort Driven

Effort Driven Scheduling And Task Types in MS Project

MS Project Timeline View

Timeline As A Separate View

Timeline Formatting

Custom Tables

MS Project Reports Introduction

The Getting Started - Pre-Built Reports

Working with Task Tables

Working With Resource Tables

Working With Report Charts

Charts - Resources Costs

Inserting Images From Files

Instruments Scheduling



Day Five

Software project types - Based on development approach

Software project types - based on contract
Critical constraints in project known as triple constraint
Project - Scope, Cost, Types, Stakeholders and constraints
Microsoft Project - Calendar
Microsoft Project - Resources type
Microsoft project - Currency
Project Planning - WBS, Tasks, Relationship type, Network diagram
Project Planning - Forward pass, Backward Pass, Critical Path, PERT
Microsoft Project - Critical Path
Microsoft Project - Resource Leveling
Microsoft Project - Building a simple project
Microsoft Project - Review Critical path, slack
Software Project estimation overview
Software Project estimation - Function point analysis
Dangers in unrealistic estimate
Software Project Execution scenario analysis
Software Project control - Case scenario analysis
Software project - Configuration and Release management - Overview
Software Project - Risk Management - Overview
Project Closure
Agile VS Waterfall method of development
Mapping Product backlog, sprint backlog and Sprint
Product backlog, print backlog and sprint
Microsoft Projects - Agile Menu Navigation
Microsoft Projects - Agile Sprint Execution
Microsoft Project - Agile Reporting

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*In the end
we all become
stories*

BE A UNIQUE ONE

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● Focus on being
PRODUCTIVE
instead of busy

● ● ● ● Tim Ferris