

► OVERVIEW

INTRODUCTION

The Scheduling with MS Project programme of USB Executive Development (USB-ED) was developed over the last ten years in response to the need in the business and industry environment for training in the application of project scheduling and monitoring software. To date more than 300 participants have successfully completed the programme.

This programme can be presented in-house for organisations that are able to provide the necessary hardware and software with the required licensing arrangements in place

WHAT SETS THIS INTERVENTION APART?

This programme aims to guide the user through all the principles, processes and techniques applied by Microsoft Project in the scheduling and monitoring of a project. No particular project management methodology is presented or promoted. It is, however, considered necessary for participants to have completed a course in the principles and techniques of project management so as to understand and appreciate how the software is actually assisting the user, before attempting to 'computerise' those procedures..

FOLLOW-UP PROGRAMMES

- Programme in Advanced Project Leadership (5 days)*
 - Programme in Advanced Project Metrics (5 days)*
- * programme flyers available on request

► WHO

WHO SHOULD ATTEND?

This programme is aimed at anyone wishing to use MS Project 2010 to enhance their management of programmes and projects, project leaders and the team members assisting them, as well as functional managers and entrepreneurs who need to coordinate inputs into projects. Previous participants represented organisations from a wide variety of industries, including financial services and banking, construction, engineering, software development, transport and harbour administration, telecommunications, education, NPOs, local government and various small entrepreneurs.

ADMISSION REQUIREMENTS

No tertiary qualification is required. Attendance of a course in Project Management at NQF level 5 or higher is imperative, proof of which must be submitted with the application. Candidates must be familiar with operational systems in the Microsoft environment, including the use of menus, icons and the mouse. Experience with a spreadsheet such as Microsoft Excel would be an advantage

FACULTY PROFILE

Mr Jurie van der Watt

► WHAT

CONTENT OVERVIEW

The content is structured into the following sections:

ORIENTATION TO MS PROJECT SOFTWARE

- Overview of MS Project software
- Scheduling software such as MS Project, Primavera and others
- Differences between MS Project versions (2007 to 2010, Standard versus Professional)
- Add-ons and integration with software from Microsoft and other vendors (e.g. IBM Rational)



WHEN & WHERE

CAPE TOWN

26 – 28 November 2012

The programme is presented in 9 sessions of 2 hrs and 20 mins each, over 3 days from 08:00 to 16:45

FEES

FEES

R7 900

Please note that programme fees, faculty and dates are subject to change.

ENQUIRIES

CONTACT PERSON:

Claire Sissing

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PLANNING A SIMPLE PROJECT

- Without MS Project
- With MS Project
 - creating tasks
 - linking tasks
 - creating the Work Breakdown Structure using summary tasks
 - scheduling tasks (working in network diagram view, creating dependencies between tasks and creating deadlines and constraints)

ASSIGNING RESOURCES TO TASKS

- Creating resources
- Adding resource costs
- Task types
- Effort-driven scheduling
- Fixed costs
- Viewing the project budget
- Troubleshooting resource assignments
- Levelling resources manually and automatically

WORKING WITH CALENDARS

- Creating base calendars
- Setting and displaying the Project Calendar
- Working with resource calendars
- Assigning task calendars

ORGANISING AND FORMATTING PROJECT DETAILS

- Customising WBS codes
- Basic formatting
- Customising views and tables
- Filtering, grouping and sorting tasks and resources
- Using the Organiser

SHARING PROJECT INFORMATION WITH OTHER PROGRAMS

- Exporting project data to the web
- Working with hyperlinks
- Importing into and exporting from MS Project

MANAGING MULTIPLE PROJECTS

- Consolidating projects
- Sharing resources across projects

TRACKING PROGRESS

- Recording actual
- Viewing the project status

NQF ALIGNMENT

This programme is presented on the complexity level of an NQF 5.

► BENEFITS

HOW WILL YOU BENEFIT?

This programme aims to equip participants with the skills to develop a software generated project plan using various scheduling constraints and task types, including creating and assigning resources, entering fixed and resource costs, tracking progress on a project, and organising project information for use by various role-players.

CERTIFICATION

On successful completion of the programme, participants will receive a certificate from the University of Stellenbosch.

ASSESSMENT CRITERIA

There are two classroom-based assessment activities and a homework assignment. Students must achieve at least 50% for both of the classroom based activities in order to be allowed to hand in a homework assignment.

The homework is assessed according to criteria which would indicate that a candidate is competent to use Microsoft Project in the workplace. The final result is either highly competent, competent or not yet competent. A copy of the assessment criteria is available on request.

► FEES

FEES

R7 900

Fees include programme fees, programme material, lunch and refreshments, and are payable before the commencement of the programme.

CANCELLATION POLICY

It is of utmost importance that USB-ED be formally notified of cancellation 14 days prior to the commencement date of the programme. A cancellation fee of 10% will be payable for cancelling fewer than 14 days prior to the commencement of the programme.