

Διαχείριση Έργων με MS Project

13/04 – 07/05/2010

Demstar Education, Λευκωσία

Ανάγκη

This course is created to be offered and help the participants, especially designed for project managers, team members and senior management who want to use the International Standards of Project Management to help complete projects faster, cheaper and easier. It is also an ideal course for those people who need a refresher course in project management, and which the need came up for many organizations in the Cyprus market.

Στόχοι

Στόχος του Σεμιναρίου "Διαχείριση έργων με MS Project" είναι να εισάγει στους συμμετέχοντες την εκμάθηση και πρακτική της διαχείριση έργων . Αυτό επιτυγχάνεται με την παράλληλη εκμάθηση και χρήση του αξιόπιστου προγράμματος MS Project. Οι συμμετέχοντες έρχονται σε επαφή πέρα από το πρόγραμμα με το πως αυτό εφαρμόζεται στην πράξη. Γίνεται αναφορά σε ειδικές περιπτώσεις καθώς και σε συγκεκριμένα έργα. Ο κάθε συμμετέχοντας εκπονεί την μελέτη του στον προσωπικό του υπολογιστή με την καθοδήγηση του εισηγητή, ο οποίος μέσα από την πείρα του, του λύνει τις αναπτυσσόμενες απορίες. Παράλληλα γίνεται προαιρετική πρακτική εξάσκηση και "στο σπίτι".

Upon completion of this course, attendees will be able to:

1. Define and describe common project management terminology.
2. Use a step-by-step process to manage projects faster while using fewer resources.
3. Avoid common pitfalls and mistakes in managing projects.
4. Define their role in the global project management process.

Σε ποιους απευθύνεται

This course is designed for project managers, and senior management who want to use the International Standards of Project Management to help complete projects faster, cheaper and easier.

Στοιχεία Εκπαιδευτή

Σάββας Θεοδώρου

Πρόγραμμα Σεμιναρίου

1^η μέρα **Τρίτη 13/04** **09:00 – 11:45**

Exploring the Microsoft Project Environment

- Working with the Project Guide
- Examining the Gantt Chart view
- Using Project menus
- Examining the toolbars

Creating a New Project

- Opening a Project file
- Establishing Basic Project Information
- Project Calendars
- Entering Tasks
- Adding Subtasks
- Saving Project Files
- Working with a Project Outline
- Getting Help

2^η μέρα **Παρασκευή 16/04** **09:00 – 11:45**

Building Tasks

- Establishing Timing for Tasks
- Assigning Task Timing
- Using Recurring Tasks
- Establishing Constraints and Deadline Dates
- Manipulating the Gantt Chart to View Timing
- Entering Task Notes
- Establishing Dependencies Among Tasks
- Viewing Dependencies
- Deleting Dependencies

Creating Resources and Assigning Costs

- Deleting Dependencies
- Creating a Resource List
- Modifying Resource Information
- Modifying a resource's working hours
- Blocking off vacation time
- Using Resources and Tasks
- Handling Unusual Cost Situations

3^η μέρα **Τρίτη 20/04** **09:00 – 11:45**

Understanding the Basics of Views

- Basics of Views
- Examining Indicators
- PERT Entry Sheet
- Optimistic Gantt
- Expected Gantt
- Pessimistic Gantt
- PERT Weights
- Resource's Views
- Task's Views
- Printing Your Project

4^η μέρα Παρασκευή 23/04 09:00 – 11:45

Using Views to Gain Perspective

- Customizing Views
- Adding fields to a usage view
- Adding views
- Creating a combination view
- Ordering Tasks in a View
- Modifying the Appearance of Your Project
- Changing Project's Looks
- Filtering Views
- Using the Gantt Chart Wizard
- Formatting Elements
- Changing gridlines
- Inserting Drawings and Objects

5^η μέρα Τρίτη 27/04 09:00 – 11:45

Resolving Scheduling Problems

- Resolving Conflicts
- Adjusting dependencies
- Splitting a task
- Using the Critical Path to Shorten a Project
- Using Multiple Critical Paths

Resolving Resource Problems

- Spotting Resource Conflicts
- Resolving Resource Conflicts
- Switching resources
- Scheduling overtime
- Redefining a resource's calendar
- Assigning part-time work
- Making adjustments to leveling

6^η μέρα Παρασκευή 30/04 09:00 – 11:45

Understanding Tracking

- Principles of Tracking
- Using Baselines
- Changing the Baseline
- Viewing Progress with the Tracking Gantt View
- Tracking Strategies

Recording Actuals

- Updating Process
- Calculation Options
- Updating Tasks
- Using Actuals and Costs
- Reviewing Progress

7^η μέρα Τρίτη 04/05 09:00 – 11:45

Reporting on Progress

- Creating Text Reports
- Generating reports on costs
- Producing reports on time
- Preparing reports on work assignments
- Reporting on workloads
- Customizing reports
- Visual Reporting
- Resource usage reports
- Assignment Usage reports
- Summary reports
- Customizing visual report templates

8^η μέρα Παρασκευή 07/05 09:00 – 11:45

Coordinating Multiple Projects

- Consolidating Projects
- Setting up to use consolidation
- Inserting a project
- Using inserted projects and their source files
- Moving subprojects within a consolidated project
- Linking tasks across projects
- Changing links across projects
- Viewing Multiple Projects
- Viewing the Critical Path across Projects
- Sharing Resources Among Projects

- Creating a resource pool and sharing the resources
- Opening a project that uses a resource pool
- Updating information in the resource pool
- Quit sharing resources

Meeting Information:

Venue: Demstar Education, Nicosia

Participation Fee

Initial Cost: €695.00

Please contact us to inform you for the amount of the subsidy that it will be deducted from your fees

Τα προγράμματα* εγκρίθηκαν από την ΑνΑΔ. Οι επιχειρήσεις που συμμετέχουν με εργοδοτούμενούς τους, οι οποίοι ικανοποιούν τα κριτήρια της ΑνΑΔ, θα τύχουν της σχετικής επιχορήγησης.



Αρχή Ανάπτυξης
Ανθρώπινου
Δυναμικού
Κύπρου