

**Collaborative Training offered by HR & RM, ITC in Conjunction with Project Management Practice, Inc.**

**Project Management and Microsoft Project Course Overview  
3 Day Training Outline**

**2 Day Project Management Processes**

**January 29-30, 2007**

The training is very interactive, providing opportunities for all attendees to participate and learn as a class, in small groups with a partner, and work on individual projects. During the training, the participants acquire the tools, skills, and techniques to:

- ✚ Utilize an effective project framework
- ✚ Creatively brainstorm and clarify project ideas
- ✚ Create a clear vision statement and obtain buy-in
- ✚ Analyze project risks
- ✚ Create a Work Breakdown Structure and critical path
- ✚ Ensure the appropriate Go or No-Go decisions are made during the process
- ✚ Learn to manage multiple projects, delegations, communications, conflicts, or change during implementation
- ✚ Close a project by evaluating successes and identifying future improvements

The PMPI Project Management Process, maps to the Project Management Body of Knowledge (PMBOK) published by the Project Management Institute (PMI.org).

The 4 step Process:

**Initiate**

**Design/Plan**

**Execute/Control**

**Asses/Close**

The Project Manager incorporates all pertinent project information into a proposed project work plan. The deliverables include a Risk Analysis, Detail Project Schedule, and Communications Plan for a real project that they are currently participating in or managing.

**1 Day Microsoft Office Project**

**January 31, 2007**

**This is a day of hands on training on computer in Microsoft Project.**

**Participants will learn how to:**

- ✚ Create Project Plans with Microsoft Office Project
- ✚ Understand the roles and responsibilities of the Project Manager in creating project plans. Define and organize the work. The process of creating project plans including tasks, task dependencies, and defining work.
- ✚ Utilize Project Guides to assist in the process of building project plans
- ✚ Develop the resource pool to build the team; add/define local resources and then assigning resources to the plan
- ✚ Track and Report Progress and Communicate Results as well as Customizing Microsoft Office Project

## Registration Form

# Harris County 3 Day Project Management Process and Microsoft Project Course

**Date:** 29-31 January, 2007 and **Time:** 8:30 – 4:30

**Cost:** \$900. for the 3 day session, PDU's Available

**Location:** 1310 Prairie, Houston, TX 77002

**Room:** 12<sup>th</sup> floor, Training Room 1

In addition to Course Manuals, Microsoft Project Templates, Project Management Forms, attending participants will receive a **free** New Release of the Project Management DVD containing 5 Web Cast sessions developed for Microsoft on the following:

- ✚ **Planning**
- ✚ **Communication**
- ✚ **Tracking and Updating**
- ✚ **Advance Topics**
- ✚ **Understanding and positioning Project Standard & Enterprise Project Management in a PM environment**

Send the Completed Registration Form to: [amhandsel@pmpractice.com](mailto:amhandsel@pmpractice.com)

You'll be issued a confirmation code after your registration has been processed

<b>Name:</b>	<b>Phone:</b>
<b>Department:</b>	
<b>Email:</b>	
<b>Purchase Order No:</b>	

Please Call AnnMarie Handsel if you need assistance: 281-682-7075

**Presented by Project Management Practice Inc**

Visit our website for additional Project Management information: [www.pmpractice.com](http://www.pmpractice.com)