



Combining *PMBOK® Guide* Project Management Best Practices with Microsoft Project Course Outline

Course Overview

This four-day course provides participants with a solid foundation of PMI®'s project management methodology, using the *Guide to the Project Management Body of Knowledge Sixth Edition* as the source material, as well as shows participants how to leverage the power of Microsoft Project 2010, 2013, or 2016 to create and track a realistic plan. Participants will choose a real-world project taken directly from their industry, and apply the PMI processes involved in initiating, planning, executing, monitoring, controlling, and closing a project. Participants will engage in numerous discussion groups focusing on best practices, as well as complete numerous templates for their real-world projects. Participants take all electronic templates and completed exercises with them after the class. This course is designed for project managers, project team leaders, and team members transitioning into project manager or project team leader roles.

Course Details

Class Duration	4 days (28 contact hours)
Course Materials Provided	Student manual and electronic files
Course Price	\$1,995 per participant. Special group pricing available.
PMI Course Number; PDUs	344605JR7K; 28 PDUs

Prerequisites

General familiarity project management principles helpful.

Instructors

We hand pick our instructors to ensure you receive a top-quality educational experience. Some of our instructors have over 20 years of experience in the field, as well as years of adult education experience. We require that our instructors have a minimum of 10 years of experience in the subject matter they deliver, as well as at least three years of adult education classroom experience. Your training class is only as good as your instructor.

Our founder, Brian Salk, PhD, PMP®, PMI-ACP®, personally hires and trains all of our instructors. Our instructors attend Dr. Brian's intensive train-the-trainer session, designed to help instructors deliver effective, interactive, and informative training sessions that are tailored to the unique learning styles of adult students. Dr. Brian's highly interactive teaching style is based on proven educational theory and over 25 years of practice. He has won the prestigious Worldwide Excellence in Training award four times.

Pinnacle Professional Development, LLC

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Note: topics labeled with “MSP” indicate the use of Microsoft Project

Lesson 1: Project Management Introduction

- Project Management Introduction Overview
- Defining Projects (1.2.1)
- The Importance of Project Management (1.2.2)
- Project, Program, Portfolio and Operations Management (1.2.3)
- Key Components (1.2.4)
- Project Management Process Groups
- Project Management Knowledge Areas
- Project Data, Information, and Reports
- Tailoring
- Project Management Business Documents (1.2.6)
- Success Measurements

Lesson 2: The Environment in Which Projects Operate

- The Environment in Which Projects Operate Overview
- Enterprise Environmental Factors (2.2)
- Organizational Process Assets (2.3)
- Organizational Systems (2.4)
- Governance Frameworks (2.4.2)
- Management Elements (2.4.3)
- Organizational Structure Types (2.4.4)
- Project Management Office

Lesson 3: The Role of the Project Manager

- The Role of the Project Manager Overview (3.1)
- The Project Manager’s Sphere of Influence (3.3)
- Project Management Competencies (3.4)
- Leadership: Politics, Power, and Getting Things Done (3.4)
- Levels of Skills Capability (3.4)
- Competency Model
- Comparison of Leadership and Management (3.4.5)

- Leadership Styles (3.4.5)
- Personality (3.4.5)
- Performing Integration (3.5)
- Navigating Complexity: A Practice Guide

Lesson 4: Initiating Process Group

- Initiating Process Group Overview (3.3)
- Develop Project Charter (4.1)
- Identify Stakeholders (10.1)

Lesson 5: Planning Processes

- Planning Process Group Overview
- Section A: Management Plans
 - Develop Project Management Plan (4.2)
 - Subsidiary Management Plans
 - Plan Scope Management (5.1)
 - Plan Schedule Management (6.1)
 - Plan Cost Management (7.1)
 - Plan Quality Management (8.1)
 - Plan Resource Management (9.1)
 - Plan Communications Management (10.1)
 - Plan Risk Management (11.1)
 - Plan Procurement Management (12.1)
 - Plan Stakeholder Engagement (13.2)
 - Change Management Plan and Configuration Management Plan (4.1)
- Section B: Scope, Schedule, and Cost Processes
 - Collect Requirements (5.2)
 - MSP: Explore the Microsoft Project 2010 Environment
 - MSP: Display an Existing Project Plan in Different Views
 - MSP: Enter a Project Start Date
 - MSP: Create a Project Calendar
 - Define Scope (5.3)
 - Create WBS (5.4)
 - Define Activities (6.2)
 - MSP: Add Tasks to a Project Plan

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- MSP: Outline Tasks
- Sequence Activities (6.3)
- MSP: Link Dependent Tasks
- MSP: Set Task Constraints and Deadlines
- Estimate Activity Resources (9.2)
- MSP: Add Resources to a Project Plan
- MSP: Assign Resources to Tasks
- Estimate Activity Durations (6.4)
- MSP: Enter the Task Duration Estimates
- Develop Schedule (6.5)
- Overview: Cost Planning Processes
- Estimate Costs (7.2)
- MSP: Enter Costs for Resources
- Determine Budget (7.3)
- MSP: Update the plan
- Section C: Risk Processes
 - Identify Risks (11.2)
 - Perform Qualitative Risk Analysis (11.3)
 - Perform Quantitative Risk Analysis (11.4)
 - Plan Risk Responses (11.5)
 - MSP: Revise the MSP Plan
 - MSP: Set a Baseline
 - MSP: Resolve Resource Conflicts
 - MSP: Shorten a Project Using the Critical Path
 - MSP: View the Project Summary Report

- Acquire Resources (9.3)
- Develop Team (9.4)
- Manage Team (9.5)
- Manage Communications (10.2)
- Implement Risk Responses (11.6)
- Conduct Procurements (12.2)
- Manage Stakeholder Engagement (13.3)

Lesson 7: Monitoring and Controlling Processes

- Monitoring and Controlling Process Group Overview
- Monitor and Control Project Work (4.5)
- Perform Integrated Change Control (4.6)
- Validate Scope (5.5)
- Control Change (5.6)
- Control Schedule (6.6)
- MSP: Reschedule a Task
- MSP: Filter Tasks
- Control Costs (7.4)
- MSP: Update Cost Rate Tables
- MSP: Group Costs
- Control Quality (8.3)
- Control Resources (9.6)
- Monitor Communications (10.3)
- Monitor Risks (11.7)
- Control Procurements (12.3)
- Monitor Stakeholder Engagement (13.4)

Lesson 6: Executing Processes

- Executing Processes Overview
- Direct and Manage Project Work (4.3)
- MSP: Enter Task Progress
- MSP: Enter Overtime Work
- MSP: Create a Custom Table
- MSP: Create a Custom Field
- Manage Project Knowledge (4.4)
- MSP: Create a Custom View
- MSP: Make Custom Views Available to Other Project Plans
- MSP: Export Project Plan Cost Data to an Excel Workbook
- MSP: Copy a Picture of the Project Plan Information
- MSP: Link Documents to a Project Plan
- MSP: Create a Visual Report
- Manage Quality (8.2)

Lesson 8: Closing Processes

- Closing Process Group Overview
- Close Project or Phase (4.7)
- MSP: Create a Project Plan Template
- MSP: Share Resources
- MSP: Create a Master Project

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