

# Portfolio and Project Management Courses

All courses are available for previous versions of Microsoft Office Project.

## Technical and Theory

### Microsoft Office Project 2007 Core ★★★★★

This three-day course is designed for anyone acting in the role of project manager. Attendees will learn how to apply sound project management theory to the use of Project 2007 as a tool.

- Key project management concepts
- Project definition
- Project task planning and work breakdown structures
- Managing project resources and assignments
- Optimizing project plans
- Managing multiple projects
- Monitoring and controlling projects
- Communicating project information
- New features in Microsoft Office Project 2007

### Microsoft Office Project 2007 Expert

This two-day class is designed for all project managers who will lead larger, more complex projects or just wish to have a more in depth knowledge of project management techniques, methodologies and Project 2007. Skills introduced in the Core course are reinforced and new, more advanced power user topics are introduced.

- Advanced project and program management concepts
- Advanced project management and communication
- Advanced project navigation and tracking
- Advanced portfolio and resource analysis
- Enhanced Microsoft Server deployment features

## Theory

### Project Management Theory With PMI's Body of Knowledge

This two-day course is designed for all personnel who are acting in the role of a typical project manager and PMI members looking to achieve or maintain their Project Management Professional (PMP) certification. After completing this course, the attendee will be able to perform activities such as:

- Explain how the 5 stages of technical project management can be used to deliver on-time, on-budget results
- Use the 12 steps of planning to produce a project work plan that documents the baseline project scope through the project objectives document, estimated resources, lists of deliverables, task schedules, and other supporting project plans
- Define the methods used to track and analyze project performance to continually monitor and predict project success based on project-to-date trends
- Motivate the project team to achieve the project objectives and build effective communications
- Anticipate sources of conflict and employ effective techniques for managing it

### Project Management Professional (PMP Certification Training)

This three-day course is designed to prepare candidates for the PMI Project Management Professional Certification. The course provides essential introductory project management information as well as detailed information on the specific Project Management Body of Knowledge topics necessary to complete the test. In addition, it includes take-home exercises consisting of sample questions for practice and discussion. As a result of this course, attendees will have knowledge in the following areas:

- Project management terminology and the understanding of the project life cycle
- The fundamentals of project management: scope, quality, time, cost, risk, human resource management, contract and procurement management, communications and coordination and integration
- Basic project planning: scope and objectives, work breakdown structure, schedule, responsibilities, budget and resource allocations, risk assessment, communication and project evaluation methodology
- Closing out a project: timing, evaluation, reports and communications



Project Assistants is supporting Conectiv's efforts to elevate our project management success to the next performance level. Project Assistants' ability in both the development and delivery of quality training has enhanced the learning process and will be reflected in Conectiv's improved business results.



Tyler White  
Manager, Training & Technology  
Conectiv Power Delivery



### Portfolio Management Best Practices

Best Practices courses teach the fundamentals of project portfolio management. Tailored to your level in the organization, these courses cover the key principles including proven methodologies, governance frameworks, and decision support tools. Best Practices training courses are organized on demand for clients that are exploring the benefits of Portfolio Management for their organizations or that are looking to enhance their existing practices.

# Technical

## Microsoft Office Project Portfolio Server 2007 for Team Members

In this one-day class, team members and managers learn to use the tool functionality to fulfill their roles in the portfolio process. The focus is on the Builder, Dashboard and Reporting modules. After this course, the attendee will be competent in:

- Business case building
- Approval steps
- Workflow management
- Project financials
- Program management
- Planned forecasts and actual values

## Microsoft Office Project Portfolio Server 2007 for Advanced Users

In this one-day class, advanced users master full portfolio analysis including prioritization, optimization and planning of the program and project portfolio. Focus is placed on the Optimizer and Reporting modules. Following this course, the attendees will be able to:

- Analyze portfolios
- Drive business value with what-if scenarios, scheduling algorithms and constraint analysis
- Communicate portfolio insights with graphic representations

## Administering Microsoft Office Project 2007 and Microsoft Office Project Server 2007

This one-day course is designed for anyone who will be administering Project Server 2007 and Project 2007 Web Access or collaborating with those administrators. After completing this course, the attendee will be able to perform activities such as:

- Utilize Project 2007 Web Access administrative tools and establish security procedures for Project 2007 Web Access users
- Create distinct categories of users to enable access to desired views and data
- Improve the internal project status communication process
- Customize Project 2007 Web Access to reflect the way they work

## Microsoft Office Project 2007 for Executives

This one-day course is designed to provide stakeholders with the executive management tools they need to effectively use Project Web Access. After completing this course, the attendee will be able to perform activities such as:

- Review project overview data
- Perform "what if" analysis using web-based project plans
- View and analyze aggregate project data
- Obtain "one stop" access to resource assignment data
- Create and request necessary status reports
- Review project issues and risks, as well as relevant documents

## Microsoft Office Project Portfolio Server 2007 for Tool Administrators

In this two-day course, administrators learn to use tool settings to configure and maintain the system in support of the specific requirements of any organization. After this course, attendees will be able to configure and manage:

- Accounts
- Users
- Organizational hierarchies and financial structures
- Workflow settings and alerts
- Filters and report templates
- Assessment questionnaires and programs

## Microsoft Office Project Portfolio Server 2007 for Executives

In this one-day course, senior managers learn how best to leverage existing tool information, analysis and reports to support decision making and governance. The emphasis is on:

- Data assessment
- Consolidated reporting
- Decision making
- Value maximization and risk management
- Strategic alignment
- Planning and accountability
- Program and Portfolio governance

## Microsoft Office Project 2007 Web Access for Team Members

This one-day course is designed for team members who will be communicating using Project 2007 Web Access. After completing this course, the attendee will be able to perform activities such as:

- Utilize Project 2007 Web Access to monitor an effective project schedule
- Ensure projects are up to date by using the tracking features of Project 2007 Web Access
- Enhance the project status communication process
- Customize Project 2007 Web Access to reflect the way they work

## Migrating to Microsoft Office Project 2007 for Project Managers

This one-day course is designed for anyone who is upgrading to Project 2007 from an earlier Project version, or for anyone who wants to evaluate the new features in 2007.



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