Macrosoft

Vzdelávanie s trvalým efektom

DOCUMENT

Course syllabus

CATEGORY

Project, project management

TRAINING FORMAT

In Bratislava or online with a lecturer

PRICE EXCL. VAT

1 008,00 €

PRICE INCL. VAT

1 239,84 €

including 23 % VAT

PDF SYLLABUS

Project Management - Comprehensive Skills

Clear overview of course topics, training scope and key information.

The course is intended for all people whose goal is to gain an overview or expand their qualification in the field of project management. The aim is to gain an overview of methods, tools and management and organization tasks in project implementation. The MS Planner Premium course is a modern tool intended for all users who need to plan projects, monitor their completion, the workload of people and the fulfillment of the financial plan. This package of courses also includes training in advanced functions of MS Planner Premium with a connection to the Power Platform.

COURSE CONTENT

01

PROJECT MANAGEMENT

Basic terms or distinguishing Project Governance and Project Management What is it? When do we approach it? Are we actually doing a project? What is a real project? Should we start the project or not? Project chronology Project analytics Project preparation Project planning Effective project plan Project resources and their planning Time and cost forecasting Planning tools Something about the suitability of the organizational structure for project management Project implementation Project risks and how to face them? How to manage a project? Changes in the project - a necessity that is expected. Solving project problems Communication during project management Project evaluation Project closure.

02

SELF-PRESENTATION

Training content: Who am I? How do others see me? What can I do? What are my competencies? It is not important what I am currently doing, but what else I can and may do What I cannot do, what I may not do, what I must not do What do others want to know about me? Venn diagram What is my history and how to set my image? How do they find out who I am? How to prepare self-presentation? 2 How to handle stress, stage fright and conflict during self-presentation

Macrosoft

Vzdelávanie s trvalým efektom

03

OPPORTUNITIES IN THE LABOR MARKET

Training content: Innate/acquired/obtained competencies How to read job offers? Why and how to verify an offer, how to verify the organization looking for employees itself? My needs and wishes. It is not only the organization that chooses, but me as well! Who are organizations actually looking for? How do they search for suitable applicants? How to become an attractive applicant?

04

TIME MANAGEMENT

Training content: What is time management? What is it used for? What are the symptoms of failure in time management in professional and personal life? What causes problems with mastering time in professional and personal life? What are time thieves and how do they work? How to fight them simply? How to set priorities in time management? How to manage risks in time management? What type of time manager are you and what does it mean? What should a time manager focus on? How to plan in time management?

05

THEORETICAL INTRODUCTION TO MS PROJECT I.

06

NETWORK ANALYSIS

CPM, PERT, MPM method calculation of dates in a network graph graph calculation and probability analysis using the PERT method bar charts - types and methods of arrangement, calculation of duration, employment diagrams.

07

PROJECT MANAGEMENT

classic and project management characteristics of project management project management process, parts of project management

08

PROJECT PLANNING

organization of the project team, project analysis project objectives, logical framework method optimization of project problem solutions process content, checking fulfillment of deadlines

Macrosoft

Vzdelávanie s trvalým efektom

09

MS Planner Premium

Overview of development: from MS Project to Planner to Planner Premium
Planner interface and integration with Microsoft 365
Basic concepts - tasks, bucket, members, priorities, categories
Timeline and dependencies between tasks
Connection with Teams and Outlook
Comparison of Project vs Planner functions
task and milestone planning
Gantt chart vs timeline
critical path - how to display it in Planner Premium

10

Advanced Functions and Connections

Resource management (people, capacity, workload)
Status tracking and reports in Planner Premium
Power Automate - automation of tasks and notifications
Power BI - project reporting
Practical transition: how to transfer projects from MS Project to Planner
Advanced planning and connections Dependencies between tasks and links (dependencies) Creating a timeline and Gantt chart Working with milestones and priorities Managing multiple plans and connections between them Setting the correct permissions and sharing

11

Day 2 - Automation, Reporting and Portfolio Management

Resource, capacity and workload management Process automation through Power Automate Reporting and analyses in Power BI (import of data from Planner) Planner Premium connection with Project for the Web and Roadmap Best practices for PMO and governance in Microsoft 365

12

Bonus Materials

Reporting template (Excel dataset + Power BI dashboard) Comparison table MS Project to Planner Premium Sample project plan in Planner Premium Overview "Where to find this function in the new Planner"

13

Discussion and Best Practices

This document serves as an informational overview of the course syllabus. Current dates, venue and availability are listed at Macrosoft.sk.

https://www.macrosoft.sk/en/courses/project-management-comprehensive-skills