Macrosoft

Vzdelávanie s trvalým efektom

DOCUMENT

Course syllabus

CATEGORY

Project, project management

TRAINING FORMAT

In Bratislava or online with a lecturer

PRICE EXCL. VAT

648,78 €

PRICE INCL. VAT

798,00 €

including 23 % VAT

PDF SYLLABUS

Project Management in Practice

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 area of project management. The aim is to gain an overview of methods, resources and management and organization tasks during project implementation. MS Planner Premium - Basics is a modern tool intended for all users who need to plan projects, monitor their completion, workload of people and fulfillment of the financial plan.

COURSE CONTENT

01

PROJECT MANAGEMENT

- Basic terms or let us distinguish Project governance and Project management - What is it? When do we approach it? - Are we even 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 organizational structure for project management - Project implementation - Project risks and how to face them? - How to manage a project? - Changes in a project - a necessity that is expected. - Solving project problems - Communication during project management - Project evaluation - Project closure.

02

SELF-PRESENTATION

Education 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 withstand stress, stage fright and conflict during self-presentation

03

OPPORTUNITIES ON THE LABOR MARKET

Education content: - Innate/acquired/obtained competencies - How to read job offers? - Why and how to verify an offer, how to verify the organization itself that is looking for employees? - My needs and wishes. It is not only the organization that chooses, but also me! - Whom are organizations actually looking for? - In what way do they look for suitable applicants? - How to become an attractive applicant?

04

TIME MANAGEMENT

Education content: - What is Time-management? - What is it used for? - What are the signs of failure in the area of 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 act? - 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 Planner Premium - Basics

06

NETWORK ANALYSIS

CPM, PERT, MPM method calculation of dates in a network graph graph calculation and probabilistic 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 project team, project analysis project goals, logical framework method optimization of project problem solutions process content, control of deadline fulfillment

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09 MS Planner Premium

Development overview: from MS Project -> Planner -> Planner Premium
Planner interface and integration with Microsoft 365
Basic terms - 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 - task and notification automation
Power BI - project reporting
Practical transition: how to transfer projects from MS Project to Planner

11 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-in-practice