

Specialization in Project Management + Training Program



This highly specialized and concentrated Program is ideally suited to following individuals who are:

- **Fresh University Graduates and like to pursue a career in Project Management**
- **Already working professional who are looking a better Project Management Skills.**
- **Managers who are looking to pursue their career in project management domain.**
- **People who would like to do the international certification PMP. This course also covers complete preparation of PMP.**

Program is offered by: 3D Educators – Trainers & Consultants

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Program Details

Inauguration

The Training Program will be inaugurated by a senior member of 3DEducators

Program Structure

Number of classes in a week	Two Class Per Week
Duration of each class	4-Hour
Fee Level 1:	Rs.11000/-
Fee Level 2:	Rs.6000/-
Fee Level 3:	Rs.5000
Fee Level 4:	Rs.5000
Fee Level 5:	Rs.5000
Total Fee:	Rs.32000/-

Other Learning Activities:

Complete Project	1
Presentations by Trainees	1

Program Topics and Time Allocation

The participants will cover the following syllabus:

Level – 1: Project Management/ Project Management Professional Training

Level – 2: Management Skills or Quality Management

Level – 3: Project Risk Management

Level – 4: Microsoft Project Management

Level – 5: Primavera

About the Program Designer & Instructor

The “Specialization in Project Management +” Program has been designed and will be conducted by Senior most PMP CERTIFIED PROFESSIONALS who having the huge experience of Project Management. They have worked with various large commercial industries and for different departments. They also served foreign, International and Local organization too.

The Trainers who are conducting this program are have on the position of the following:

- ✓ Senior Country Head – Multinationals Companies
- ✓ Director Information Technology
- ✓ Corporate Trainers & Consultants

They trainers are foreign qualified and having the degrees of PhD, MS(Project Management), M.Sc. (Petroleum Technology) , M.Sc Applied Physics and Certification of MCSE, CCNA, CWNA and PMP Certification by PMI (USA)

As Consultant & Senior Trainers, the team of trainers from banking side we at **3D Educators – Trainers & Consultants** would not compromise on the faculty quality, where the trainers who are also provide training for different service local and multinational industries or companies.

Program Syllabus

☞ LEVEL 1

PROJECT MANAGEMENT/ PROJECT MANAGEMENT PROFESSIONAL

Day 1

- Introduction to Project Management
- The project management context
- Project management knowledge areas
- Project Initiation Process Group

Day 2

- Project Planning Process Group
- Scope management
- Communication Management

Day 3

- Project Planning Process Group
- Time Management
- Cost Management

Day 4

- Project Planning Process Group
- Time Management [Activity Duration Estimation, Critical Path , Develop Schedule]
- Cost management [Cost Budgeting]
- Quality Management

Day 5

- Project Planning Process Group
- Risk Management [Risk Management planning, Risk Identification, Qualitative, Quantitative and Risk Response Planning]
- Procurement Management [Plan Purchase & Acquisition, Plan Contracting]

Day 6

- Execution Process Group [Team Acquiring, Complete Project scope, Requested Changes, Information Distribution]
- Controlling process Group (Scope Verification, Integrated change control)

Day 7

- Execution Process Group [Team Management, Quality Assurance, Select Seller response, Select Seller]
- Controlling Process Group [Scope Control, Cost Control, Schedule Control]

Day 8

- Closing Process Group
- Contract Closing
- Closing Projects
- Professional Responsibility
- Closing Process Group Test

3 LEVEL 2 MANAGEMENT SKILLS OR QUALITY MANAGEMENT

- ❖ Principles of Management, Quality Leadership, Quality Gurus Teaching,
- ❖ Quality Principles, Quality Philosophy, Deming 14 points
- ❖ Overview of ISO Principles, ISO9000 Standard,
- ❖ Quality Processes Quality Policy, Quality Objectives, Quality Manual, Quality Audit
- ❖ People Development and Team building
- ❖ Total Quality Management (TQM)
- ❖ Continual Quality Improvement Tools and application, PDSA cycle
- ❖ Quality tools and techniques, Fishbone technique, Control Chart,
- ❖ Tools and techniques for process improvement
- ❖ Brainstorming, Process Charts, Histogram, Pareto Diagram
- ❖ Performance Measurement
- ❖ TQMEX Model
- ❖ Business Process Re-Engineering
- ❖ Quality Control Circles
- ❖ Overview and concept of Six Sigma

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3 LEVEL 3

PROJECT RISK MANAGEMENT

COURSE DESCRIPTION

Project managers are critically examining their approach to managing risk. To remain competitive, project managers cannot afford to set up contingencies or control measures for every conceivable risk. Rather, they must determine proportionate expenditure to managing risk. This course introduces learners to widely accepted risk assessment, management, and control practices using tools and techniques.

WHO SHOULD ATTEND

This course is primarily designed for project managers or project team members who require a better understanding of risk management in their projects. Individuals taking this course should have at least two years of experience working on project teams.

COURSE BENEFITS

- In-depth understanding of the types of risks that threaten projects at each stage of development
- Knowledge of strategies used by highly successful project managers to recognize risks, assess probabilities and potential impacts, and take steps to respond to project risks
- Skills in using proven risk identification and analysis tools to identify, analyze, rank, and quantify risk on various types of projects
- Insight into the statistical theory and analytical tools which are the foundation for probability estimations used to analyze and plan for managing project risk

COURSE OUTLINE

ONE FULL DAY – FIVE STAR HOTEL

- Course Introduction
- Introduction to Risk Management
- Risk Management Planning
- Risk Identification
- Qualitative Risk Analysis
- Quantitative Risk Analysis
- Risk Response Planning
- Risk Monitoring and Control

Microsoft Project

Professional



MS Project (Professional)

Getting started with PM software through hands-on, basic training. Participants will gain a thorough background in the concepts of planning and scheduling while learning MS Project. This course leads you through hands-on workshops that create and track an entire project to completion using the three basic elements of project management: schedule, resources, and costs.

Audience

- ✓ New users of MS Project

This course targets company senior management, department/functional heads, project managers and project team members in the successful planning, management, students and control of projects.

Prerequisite

- ✓ A working knowledge of Windows™.

COURSE OUTLINE:

All sections of the course are based on theoretical and practical knowledge with many examples of the application of project management in completing successful projects. The course is interactive with lectures using presentations, question and answer sessions, individual and group exercises, and a concluding test of the principles to reinforce the transfer of project management knowledge to the participants.

Course Length: 20 Hrs
2 H / D
2 D/W

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MAIN HEADS

- Introduction

- PM Introduction (9 Areas)

- Project Management Frame Work

- Scope Management

- Time Management

- Cost Management

- Fundamentals of Project Management Establishing the Project & Coding Structures

- Developing the Schedule

- Software Introduction

- Project

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CREATING PROJECT PLAN

➤ WORKING WITH PROJECT FILES

- Create a new project
- Base a new project on an existing project or a template

➤ CREATING THE PROJECT PLAN

- Establishing time limits
- Lining up your resources
- Looking at dependencies
- Establishing Basic Project Information
- Looking at Project Calendars
- Setting calendar options
- Setting schedule options
- Creating a new calendar
- Entering Tasks
- Adding Subtasks
- Saving Project Files
- Working with a Project Outline
- Copying tasks
- Displaying and hiding tasks

➤ Building Tasks

- Establishing Timing for Tasks
- Fixed-unit tasks
- Fixed-duration tasks
- Fixed-work tasks
- Effort-driven tasks
- Assigning Task Timing
- Using the Task Information dialog box
- Setting scheduling options
- Assigning a calendar to a task
- Creating milestones
- Timing for summary tasks
- Using Recurring Tasks
- Establishing Dependencies among Tasks
- Dependency types

➤ *Creating Resources and Assigning Costs*

- Understanding Resources
- How resources work
- How Project uses resource information
- How Project gathers cost information
- Creating a Resource List
- Modifying Resource Information
- Assigning a communication method
- Specifying resource availability
- Specifying a booking type

- Creating a generic resource and custom fields
- Adding notes to a resource
- Calendars and resources
- Modifying a resource's working hours
- Using Resources and Tasks
- Assigning resources to tasks
- Handling Unusual Cost Situations
- Looking at the project's cost
- Assigning a fixed cost to a task
- Assigning a fixed resource cost to a task

➤ ***Understanding the Basics of Views***

- What Is a View?
- Changing a table
- Changing a Details section
- Examining Indicators
- **Admiring the Views**
- Calendar
- Leveling Gantt
- Multiple Baselines Gantt
- Customizing Views
- Filtering Views to Gain Perspective
- Applying a filter to a view
- Creating custom filters
- Using AutoFilters
- Using grouping

➤ ***Modifying the Appearance of Your Project***

- Changing Project's Looks
- Using the Gantt Chart Wizard

➤ ***Resolving Scheduling Problems***

- Adding resources to tasks
- Using overtime
- Adding time to tasks
- Adjusting slack
- Changing task constraints
- Splitting a task
- Using the Critical Path to Shorten a Project
- Shortening the critical path

➤ ***Resolving Resource Problems***

- *Understanding How Resource Conflicts Occur*
- Spotting Resource Conflicts
- Resolving Conflicts
- Changing resource allocations
- Switching resources
- Adding a task assignment to a resource

- Scheduling overtime
- Redefining a resource's calendar
- Delaying tasks by leveling resource workloads
- Automatic leveling
- To set a priority, follow these steps:
- To level tasks automatically, follow these steps:
- Manual leveling
- Redefining a resource's calendar
- Delaying tasks by leveling resource workloads

➤ **Tracking Your Progress**

- Understanding the Principles of Tracking
- Estimates versus actuals
- Using Baselines
- What is a baseline?
- Setting a baseline
- Changing the Baseline
- Adding a task to a baseline
- Using interim plans
- Clearing a baseline or interim plan
- Viewing Progress with the Tracking Gantt View
- Interpreting the Tracking Gantt view
- The Task Variance table
- The Task Cost table
- The Task Work table
- Understanding Tracking Strategies
- Tackling the work of tracking
- Keeping track of tracking

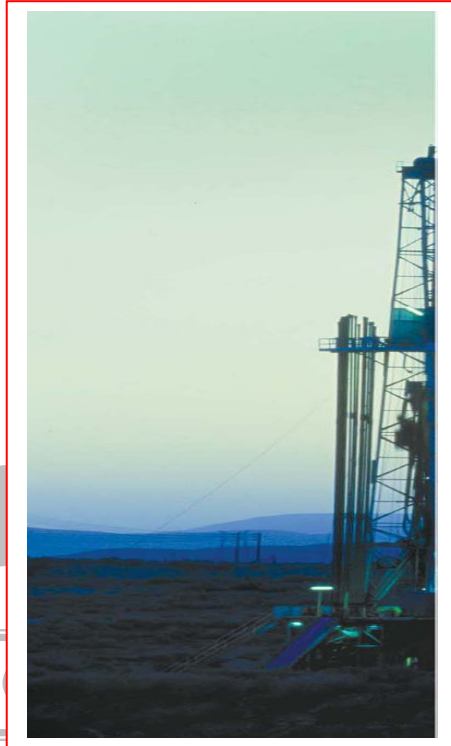
➤ **Recording Actuals**

- Updating Tasks to Reflect Actual Information
- Setting actual start and finish dates
- Recording actual durations
- Setting remaining durations
- Setting the Percent Complete value
- Setting work completed
- Using Actuals and Costs
- Using the Cost table for tasks
- Using the Cost table for resources
- Overriding resource cost valuations
- Techniques and Tips for Updating
- Tracking work or costs regularly
- Letting Project reschedule uncompleted work

➤ **Reviewing Progress**

- Using the Tracking Gantt view
- Using the Work table for tasks

§ **LEVEL 4**
PRIMAVERA (PROJECT PLANNER 3.0)



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PRIMAVERA 3.0

Getting started with PM software through hands-on, basic training. Participants will gain a thorough background in the concepts of planning and scheduling while learning P3. This course leads you through hands-on workshops that create and track an entire project to completion using the three basic elements of project management: schedule, resources, and costs.

Audience

- ✓ New users of Primavera Project Planner (P3 ver . 3.0)

This course targets company senior management, department/functional heads, project managers and project team members in the successful planning, management, students and control of projects.

Prerequisite

- ✓ A working knowledge of Windows™.

COURSE OUTLINE:

All sections of the course are based on theoretical and practical knowledge with many examples of the application of project management in completing successful projects. The course is interactive with lectures using presentations, question and answer sessions, individual and group exercises, and a concluding test of the principles to reinforce the transfer of project management knowledge to the participants.

Course Length: 40 Hrs
2 H / D
2 D/W

MAIN HEADS

- Introduction
- Fundamentals of Project Management Establishing the Project & Coding Structures
- PM Knowledge Areas
- Scope Management
- Time Management
- Cost Management
- Earned Value
- WBS (Work Break Down Structure) Foundation of Project Management
- Managing Resources & Resource leveling
- Network Analysis
- Growth Curve (S – Curve)
- Developing the Schedule
- PM Process Groups
- Techniques For Managing Complex Projects
- IPECC (Initiating , Planning, Executing, Controlling, Closing)
- Introduction of Primavera Project Planner
- Scheduling ** (Advance options)

Project Development

Projects and Layouts

- Starting P3 and Opening Projects
- Adding a Project
- Setting Access Rights for the Project
- Defining Restricted Access Rights
- Creating a New Layout
- Saving Layouts
- Opening an Existing Layout
- Running a Filter when Opening Layouts
- Creating a Snapshot Activity List
- Using Layouts Across Projects
- **Working with Activities**
- Assigning Activity IDs
- Adding Activities in the Bar Chart View
- Adding Activities in the PERT View
- Adding Activities with Relationships
- Estimating Durations
- Defining Activity Types
- Editing Data in the Activity Columns
- Using the Activity Form
- Using the Detail Forms
- Selecting Activities
- Cutting, Copying, and Pasting Activities
- Deleting and Dissolving Activities
- Extracting Activities
- Moving Activities
- Switching Between the Bar Chart and PERT Views
- Using Fragments to Create a Project

Working with Relationships

- Defining Relationships using the PERT View
- Defining Relationships using the Bar Chart View
- Editing and Deleting Relationships
- Tracing Logic

Calculating and Adjusting the Schedule

Calculating a Schedule
Creating a Schedule Statistics Listing
Setting Schedule Calculation Options
Using Date Constraints
Using Float Constraints
Assigning Constraints

Activity Calendars

Adding a New Activity Calendar
Defining Global Calendar Information
Defining Shift Data for Hourly Projects
Specifying Holidays, Non work periods , and Exceptions

Printing Calendars
Assigning Calendars to Activities

Resource Calendars

Defining Resource Calendars
Scheduling Using Resource Calendars
Spreading Resource Usage When Using Resource Calendars
Resource Calendars and Layout Organization

Work Breakdown Structure Codes

Breaking Down Project Components
Organizing Activities by WBS Codes
Setting Up a WBS Level Structure
Outlining the WBS
Assigning WBS Codes to Activities in a Work Breakdown Outline
Assigning WBS Codes Using the Activity and WBS Forms Summarizing by WBS Code

Activity Codes

Creating Activity Codes and Values
Assigning Activity Codes Using Activity Columns
Modifying Activity Codes and Values
Coding Activity IDs
Combining Codes into Aliases

Custom Data Items

Defining Custom Data Items
Assigning Custom Data Items Using the Activity Columns
Assigning Custom Data Items Using the Activity Form
Creating Custom Data Item Bars
Using Global Change to Compute Custom Data Items

Targets and Progress

Creating a Target Project
Modifying a Target Project Globally
Replacing Calendars and Dictionaries in a Target Project
Updating Activity and Resource Detail a Target Project
Recording Progress Using the Activity Form Recording Progress on the Bar Chart
Interrupting Activity Progress
Comparing Current and Target Schedules
Analyzing Schedule and Cost Performance

Planning Resources and Costs

Adding Resources to the Dictionary
Setting Resource Limits and Prices
Defining Resource Limits by Shifts
Hierarchical Resources
Setting Up Cost Accounts
Estimating Costs

Allocating Resources to Activities
Using Driving Resources
Resource Distribution

Resource Leveling

Selecting Resources to Level
Adjusting Resource Availability
Forward Resource Leveling (Early Dates)
Backward Resource Leveling (Late Dates)
Smoothing Resource Use
Specifying the Leveling Cutoff Date
Specifying Activities to Level
Prioritizing Activities for Leveling
Leveling a Project in a Project Group
Reviewing the Leveling Analysis Report
Splitting, Stretching, and Crunching Activities
Setting Project Options for Splitting, Stretching, and Crunching

Presentation & Analysis

Customizing the Bar Chart View

Adding, Deleting, and Inserting Columns Changing Column Titles and Data Sizing
Columns and Rows Adjusting the Timescale
Adding Activity Bars Formatting Bars
Modifying Endpoint Shapes and Colors Showing
Data on Bars
Showing Activity Progress on Bars
Highlighting Critical Activities
Highlighting Bars by Code
Formatting Sight Lines
Customizing Fonts
Changing Screen Colors

Grouping and Sorting Activities

Sorting Activities
Grouping Activities into Bands
Formatting Group Title Bands
Page-Breaking by Groups
Outlining Activities by WBS Levels
Reorganizing Activities
Grouping Activities in the PERT View

Selecting Activities by Filter

What is a Filter?
Applying Filters Adding or Changing Filters
Transferring Filters
Highlighting Activities by Filter
Selecting Activities in a Date Range
Selecting Activities Using Wildcards
Selecting Activities with Common Text
Selecting Critical Activities
Selecting Activities by Type

- ✚ **Summarizing Data**
 - Summarizing Data Grouped by Activity or WBS Codes
 - Necking Bars (Indenting)
 - Showing Discrete Bars in a Summary Group
 - Showing Subtotals by Group
 - How P3 Summarizes Data

- ✚ **Customizing the PERT View**
 - What is PERT View?
 - Moving Around the PERT View
 - Keeping Track of Your Place in PERT
 - Reducing or Enlarging the View
 - Modifying Activity Ends and Colors
 - Formatting Relationship Lines
 - Changing the Content and Appearance of Activities
 - Creating Your Own Activity Template
 - Displaying Connector Blocks
 - Controlling the Space between Activities

- ✚ **Customizing Resource/Cost Profiles and Tables**
 - Reviewing Resource Assignments Using Profiles
 - Displaying Resource/Cost Loading in a Table
 - Specifying Display Options for Profiles and Tables
 - Tracking Resource Overloads

- ✚ **Printing Layouts**
 - Selecting a Printer or Plotter
 - Previewing Before Printing
 - Saving Output to Files
 - Saving Layouts as Metafiles
 - Page Setup for the Bar Chart View
 - Page Setup for the PERT View
 - Viewing and Paginating Layouts

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Production Reports and Graphics

Preparing and Viewing Reports and Graphics

- Report and Graphic Templates
- Viewing, Printing, or Saving Output Options
- Producing Reports and Graphics
- Selecting and Sorting Information for Reporting
- Reviewing Reports and Graphics Onscreen
- Moving and Editing Text and Objects Using Look
- Moving/Resizing Text Boxes and Other Objects in Look
- Customizing Graphics with Look's Drawing Tools

Schedule Reports

- Choosing Content Data Items
- Skipping Lines and Pages by Code
- Creating Target Comparison Reports
- Creating Summary Reports

Resource/Cost Reports

- Resource/Cost Control Reports
- Resource Productivity/Cost, Price, and Rates Reports
- Earned Value Reports
- Tabular Resource/Cost Reports
- Resource/Cost Loading Reports

Matrix Reports

- Creating a Matrix Report
- Specifying Data for Matrix Reports
- Defining Rows and Column Headings
- Formatting a Matrix Report

Custom Report Writer

- Customizing Report Headings
- Choosing a Font
- Specifying Report Content
- Calculating and Modifying Report Data
- Grouping and Subtotaling Data
- Summarizing and Subtotaling Data
- Sorting Data
- Summarizing or Detailing Resource Data
- Selecting Activities and Resources

Bar Chart Graphics

- Adding a Bar Chart Specification
- Specifying Activity Data
- Specifying Content
- Specifying the Date Range
- Formatting the Bar Chart Graphic
- Choosing Pens and Colors
- Specifying Text and Bar Sizes
- Tailoring Visual Aids in the Graphic

- ✚ **Time scaled Logic Graphics**
 - Customizing a Time scaled Logic Graphic
 - Specifying Content
 - Specifying a Date Range
 - Formatting a Time scaled Logic Graphic
 - Sorting Activities in the Graphic
 - Specifying Colors for Bars and Text
 - Specifying Activity Criteria
 - Specifying Text and Bar Sizes
 - Tailoring Visual Aids in the Graphic

- ✚ **Pure Logic Graphics**
 - Customizing a Pure Logic Diagram
 - Specifying Content
 - Formatting a Pure Logic Diagram
 - Specifying Activity Criteria
 - Sizing Text

- ✚ **Resource/Cost Graphics**
 - Customizing a Resource/Cost Graphic
 - Specifying Content
 - Specifying a Date Range
 - Formatting a Resource/Cost Graphic
 - Specifying Colors, Lines, and Fill Patterns
 - Specifying Activity Criteria
 - Specifying Text and Bar Sizes

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