

# Scheduling and Monitoring Projects

Hands-on course of 3 days - 21h

Ref.: PLA - Price 2024: CHF2 070 (excl. taxes)

This course will enable you to master the principal techniques of scheduling and monitoring progress of an IT project. Accompanied by many practical exercises, it includes a case using the computerised tool, MS-Project 2003.

## EXERCISE

Each section is illustrated by practical exercises and/or case studies.

## THE PROGRAMME

last updated: 01/2018

### 1) Introduction

- Definition of a step project. Characteristics of IT projects. Positioning scheduling and Monitoring work in the project

### 2) Resources

- Identification of the necessary human and logistic resources: types of actors.
- Association task/resource, the reservation and assignment.
- Valuation of resources in costs: Identify and manage costs: from the proposal to budget.

### 3) Scheduling and monitoring multi projects

- The justification of a sub-projects breakdown.
- Presentation of the standardized project breakdown: PBS, WBS, OBS.
- Inter-projects Schedule Constraints, shared resources.

*Hands-on work* : The case study previously treated is broken-up into sub-projects.

## DATES

REMOTE CLASS

2024 : 16 Sep, 02 Dec

### PARTICIPANTS

Users and IT project leaders.

### PREREQUISITES

None.

### TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

### ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

### TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

### TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

### ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@ORSYS.fr to review your request and its feasibility.