Effective Scheduling Using Microsoft Project

OVERVIEW

This course introduces students to building and maintaining a project schedule in Microsoft Project that will be part of an Integrated Master Schedule (IMS) that conforms to federal contracting regulations and industry best-practices. Topics covered include:

- Configuring options for ideal critical path scheduling calculations
- Structuring the schedule to align with a Contract Work Breakdown Structure (CWBS)
- Building a task network following Critical Path Method (CPM) best-practices
- Resource-loading the schedule
- Setting a schedule baseline
- Applying schedule status
- Analyzing schedule and resource forecasts
- Performing controlled, incremental baseline changes

TARGET AUDIENCE

Project Managers or Schedulers building and maintaining Microsoft Project schedules to manage federal government contracts or to interface with Earned Value Management (EVM) software (such as Deltek Cobra, EVMS forProject or similar software).

Anyone who wants to learn how to schedule in Microsoft Project using best practices from the NDIA Planning & Scheduling Excellence Guide (PASEG), or GAO Scheduling Guide.

LEARNING OBJECTIVES

Upon successful completion of this course, students will be able to:

- Develop an IMS using good scheduling practices in Microsoft Project

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- Use a shared resource pool (Microsoft Project) or enterprise resource pool (Project Online)
- Assign resources and establish a baseline
- Use the DCMA 14-point analysis to validate schedule integrity
- Update schedule progress (with or without actuals) and forecast
- Analyze the results of schedule updates
- Incorporate changes to the baseline plan

ABOUT PINNACLE

Founded in 1993, Pinnacle supports a world-wide client base, through a staff of experienced professionals and a network of strategic partners.

Throughout our history we have successfully delivered hundreds of client engagements, helping our clients across all industries improve their organizational performance and deliver better results.

Specializing in enterprise-wide management systems, our core focuses are Enterprise Project Management (EPM), Integrated Program/Project Management (IPM), Earned Value Management (EVM) and Project Portfolio Management (PPM).

We provide a range of value focused and results driven professional services through our consulting and training, federal, and commercial outsourcing service lines.

Microsoft Partner

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