

Call Sally Wise at (808) 694-9777 or
send email to sally@mmsgov.com
<http://www.mmsgov.com/index.htm>



Fundamentals of Project Management

Project Planning:

- Organization
- Resource Management
- Project Staffing
- Quality Management
- Risk Management
- Scheduling Techniques

Project Execution:

- The Budgeting Process
- Tracking and Monitoring
- Contingency Management
- Software Tools and Internet Resources

Project Wrap-up:

- Final Presentation
- Project Closeout
- Lessons Learned

MMS is 8(a) and Hubzone Certified by the SBA Copyright © 2005 Milli Micro Systems Inc

Workshop Length: 1 day

Course Description:

This hands-on workshop introduces all the fundamentals of Project Management that project leaders and team members need to execute successful projects and satisfy their customers. Students will be introduced to the project management software tools available, advanced project management techniques and common pitfalls to avoid when planning and managing a project. Projects are more satisfying to the customer when they require less revising, rework, and change. Good project management gets the job done on time and keeps team members working closely and loyally to a project. Milli Micro System's core method allows team members to easily identify the key steps involved with planning, undergoing, and wrapping up a project.



Scheduling

In this Hands-On course, attendees will learn how to plan, schedule and manage costs, resources and performance throughout the life of any project. The course covers techniques especially applicable to small and mid-sized projects. Scheduling is a big and important part of project management since you have to manage and schedule your time wisely in order to get the best results.

Objectives:

- Fundamentals and Terminology of Scheduling
 - Definition and characteristics
- Project Scheduling
 - Precedence diagram
 - Arrow diagram
 - Basic scheduling and network calculations
 - Critical path
 - Alternative constraints
 - Gantt chart
 - Milestone chart
- Critical Path Analysis
 - Longest from start to finish
 - Establish total time required to finish project
 - Any slippage will delay the project

MMS is 8(a) and Hubzone Certified by the SBA Copyright © 2005 Milli Micro Systems Inc

- Gantt Charts
 - Shows beginning and ending points for each project tasks
 - Depicts project progress against the project baseline
 - Communicating project progress to stakeholders
- Evaluation and Forecasting
 - Causes of Variances
 - Establishing the 'data date' for evaluation
 - Controlling costs and schedule late in the project
 - Components of the project audit
 - Considerations in establishing a monitoring system
 - Earned value
- Optimizing the Schedule

Workshop Length: 1 day



Cost Estimating

In this Hands-On course, attendees will learn how to plan, allocate and manage costs, resources and performance throughout the life of any project. The course covers techniques especially applicable to small and mid-sized projects.

Objectives:

- Fundamentals of Project Cost Estimating
 - Common categories of cost
 - Roles of project cost estimate
 - Types of estimates
 - Areas of uncertainty affecting cost estimates
- The Estimating Process
 - Common categories of cost
 - Roles of project cost estimates
 - Areas of uncertainty affecting cost estimates
 - Types of costs throughout the lifecycle
 - Rules and assumptions, data collection, select methodology, estimate, check, review, and report, accuracy and contingency
- Estimation Techniques
 - Analogy estimating
 - Parametric estimating
 - Detailed estimating
 - Range estimating

MMS is 8(a) and Hubzone Certified by the SBA Copyright © 2005 Milli Micro Systems Inc

MMS is 8(a) and Hubzone Certified by the SBA Copyright © 2005 Milli Micro Systems Inc

- Time Phasing the Estimate
 - Bottom-up: earned value/level of effort
 - Top-down: probability distributions
- Incorporating the Estimate into the Project Plan
 - Management reviews
 - Establishing baselines
 - Tracking and controlling the budget
- Life –Cycle Cost
 - Process
 - Value Engineering
 - Time value of money
- Cost Estimating Software Tools

Workshop Length: 1 day

Course Description:

In this Hands-On course, attendees will learn to plan, allocate and manage costs, resource and performance throughout the life of any project. The course covers techniques especially applicable to small and mid-sized projects. Attendees will gather the critical tools to affectively plan their projects while affectively controlling cost throughout the life of the project. Students will learn quickly that Project Planning and Cost Management go hand in hand since the impetus for lifecycle planning is cost containment. Our instructors also go out of their way to make sure you have the training you want at a time that fi ts your business cycle. Custom training is a careful and deliberate process of assessment of key issues relating to your company. That is why our Project Planning and Cost Management course will show your employees how apply their new knowledge directly toward your company.



Call Sally Wise at (808) 694-9777 or send
email to sally@mmsgov.com
<http://www.mmsgov.com/index.htm>

Milli Micro Systems Inc. is a Project Management Company dedicated to providing Management, Training, and Information Technology solutions for government and private sector entities that require specialized needs and intricate

Project Management Since 1993 Milli Micro Systems Inc. has provided excellence in Specialized Training by minimizing the learning curve and maximizing the impact of our teaching on our students. Whether your organization needs one course or a specialized certificate program, you'll enjoy our ability to customize delivery

MMS is 8(a) and Hubzone Certified by the SBA Copyright © 2005 Milli Micro Systems Inc