



Planning, Budgeting

Summary

This course is an introduction to project management, focussing on planning and budgeting aspects of project/team management. It gives you a better understanding of the cost management aspect of managing projects. The emphasis is on baselining, controlling (risk management), revising and wrapping up a project using quantitative techniques such as earned value analysis (CPI, SPI). Learn how to apply proven methods, tools and techniques to prepare estimates, develop and monitor budgets, manage cash flow and risks, and use earned value analysis (EVA) to ensure that the project's ROI is achieved.

The course is composed of lectures and class exercises with ample opportunity for participant questions and discussions. Much of the class time is devoted to exercises in which participants, typically working in small teams, practice the skills being taught.

Audience

This course is designed for (future) team leaders, (future) project managers, and software managers.

Criteria

The course "Measurement & Analysis" is highly recommended as a pre-requisite for this course.

Duration

2 days (4 modules).

Remarks

Course participants might need to spend some additional time on the case study after the end of the first course day.

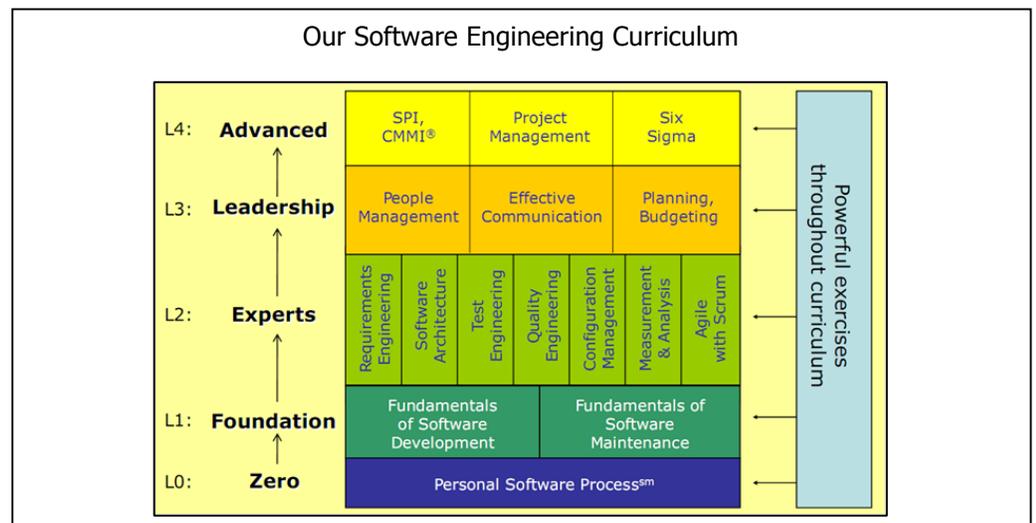


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Program

Module 1:

- Projects and Project Goals
 - o Project life cycles
 - o Selecting projects
- Project Baseline
 - o Project scope
 - o Work breakdown structure
 - o Estimating activity durations
 - o Necessary resources
 - o Estimating activity costs
 - o Baseline plan

Module 2:

- Project Control
 - o Measuring and monitoring
 - o Evaluating
 - o Correction

Module 3:

- Risk Management
 - o Risk identification
 - o Risk quantification
 - o Risk response development
 - o Risk response control

Module 4:

- Project Wrap-Up
 - o Project audits
- Project Management Tips
 - o Characteristics, responsibilities, challenges
 - o 12 rules for project managers
 - o Organizational structures
 - o PMI®, PMBOK®, PRINCE2



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This course will use one realistic and challenging case study. Each team will represent a manufacturer of electronic devices. The case study concerns the design project of a new electronic device for educational games for young children. Each team is challenged to guide the project from planning till completion, forcing them to use the concepts and techniques discussed. Very instructive and big fun! Example solutions to all case study exercises are provided.

SE-CURE AG can also customize this course or any of our other standard courses to meet your exact in-house training needs and specifications. For example, class exercises can be tailored to include actual examples from your organization in order to make the training more relevant to your environment.