

# Project Management Training

## Course Descriptions Catalog

(Revised December 2008)



**EDWARDS PROJECT SOLUTIONS  
TRAINING COURSE DESCRIPTIONS CATALOG**

**TABLE OF CONTENTS**

PROJECT PLANNING AND SCHEDULING..... 1

MICROSOFT PROJECT 2003: A SCHEDULING TOOL FOR SUCCESSFULLY MANAGING YOUR PROJECTS ..... 3

MICROSOFT PROJECT 2007: A SCHEDULING TOOL FOR SUCCESSFULLY MANAGING YOUR PROJECTS ..... 5

PROJECT REQUIREMENTS WRITING ..... 7

PROJECT RISK MANAGEMENT ..... 9

PMP TEST PREPARATION ..... 11

USING EARNED VALUE TO TRACK PROJECT – THE PB&J PROJECT ..... 13

EARNED VALUE MEASUREMENT: CONCEPT TO APPLICATION (1-DAY) ..... 15

EARNED VALUE MEASUREMENT: CONCEPT TO APPLICATION (2-DAY) ..... 17

EARNED VALUE MANAGEMENT WITH MICROSOFT PROJECT: USING MICROSOFT PROJECT 2007 TO COLLECT AND REPORT EARNED VALUE METRICS ..... 19



## PROJECT PLANNING AND SCHEDULING

<b>S U M M A R Y</b>	<p>We will introduce you to project planning and scheduling by discussing our proven techniques used for determining the major tasks and evaluation milestones that are required to develop a comprehensive and manageable schedule plan. This course will also provide an overview of the techniques used for determining and creating interdependencies between tasks, setting up internal and external project schedule constraints, and using the Edwards Project Solutions internally refined BMPP™ (Big Monster Piece of Paper) methodology for planning project schedules.</p>		
<b>L E N G T H</b>	1-Day (7½ hrs)	<b>P R E R E Q</b>	General project management
<b>D E T A I L S  &amp;  S Y L L A B U S</b>	<p><b>Section 1: Introduction.</b> Students will learn the basic definitions for a project and project management. Course participants will also gain an understanding of the role of the project manager and how the project manager must constantly manage the Triple Constraint (Scope, Time, and Cost). Students will learn how to distinguish a “project” from “program” or other on-going operations.</p> <p><b>Section 2: Project Management Lifecycle.</b> Course participants will gain an appreciation for the various methods of project life-cycle organization and list the benefits and risks of each approach. Students will understand how time effects product development and how the ability to make changes within a project is dependent on what phase and method of project life-cycle organization is used</p> <p><b>Section 3: Project Planning and the Development of the Project Management Plan.</b> Students will become familiar with the PMBOK® Guide approach to project planning and learn the importance of employing a structured project planning methodology. Course participants will understand the role of WBS development in the project planning process.</p> <p><b>Section 4: Creating a WBS.</b> A Work Breakdown Structure (WBS) is a fundamental project management technique for defining and organizing the total scope of a project, using a hierarchical tree structure. Course participants will learn how to write a simple scope statement for a project and understand the principles of creating a WBS. Students will read and understand the structure of a WBS and understand how a WBS supports other elements of project management as well as understand the importance of scope control and scope change documentation.</p> <p><b>Section 5: Time Management.</b> Once the WBS is created and all of the work packages identified, the project tasks need to be scheduled. Students will create a complete and comprehensive project schedule. Students will become familiar with the different processes of project time management and understand the basic application of activity sequencing tools within project management. Course participants will understand the basic application of time estimates and determine the critical path for a project if given a simple project network diagram. In addition to appropriately scheduling project tasks, students will learn the basic concepts of resource leveling.</p>		

## PROJECT PLANNING AND SCHEDULING

**Materials Provided:**

Each person attending the training course will receive the following:

- Full-color comprehensive training manual written by Edwards Project Solutions.
- A framed Certificate of Completion for the course.

P M I	R.E.P. COURSE NUM:	1918-PPS207	PMI PDUs:	7.5	A A C E	A.E.P. COURSE NUM:	7014-PPS207	AAC E PHUS:	7.5
-------------	--------------------------	-------------	--------------	-----	------------------	--------------------------	-------------	-------------------	-----

I N F O	<p>For more information or to register for this course, visit our website at <a href="http://www.EdwPS.com">www.EdwPS.com</a>; email us at <a href="mailto:Training@EdwPS.com">Training@EdwPS.com</a>; or contact the Edwards Project Solutions main offices by phone at (800) 556-2506</p> <p style="text-align: center;">Payment methods accepted: Cash, Check, Visa, MasterCard, American Express</p>								
------------------	--	--	--	--	--	--	--	--	--

P R I C I N G	<p style="text-align: center;">*10% DISCOUNTS FOR GROUPS OF THREE OR FOUR. LARGER GROUPS PLEASE CALL. CORPORATE &amp; GOVERNMENT DISCOUNTS ALSO AVAILABLE GSA PRICING AVAILABLE FOR GOVERNMENT CUSTOMERS</p> <div style="text-align: center;">  <p><b>All Edwards Project Solutions training courses are 100% satisfaction guaranteed</b></p> </div> <p>Notes:</p> <ol style="list-style-type: none"> <li>(1) The Edwards Project Solutions instructor will furnish a laptop computer to connect into client's projection system for course instruction, or if needed, Edwards Project Solutions can provide the projection equipment.</li> <li>(2) Open enrollment training classes are subject to cancellation by Edwards Project Solutions. In the <u>unlikely</u> event that a class is cancelled, all registered parties will be notified as soon as possible. Each registered party affected by the cancellation, will be given the choice of rescheduling or receiving a full refund of the course tuition. Edwards Project Solutions assumes no responsibility for nonrefundable airline tickets, lodging expenses, or other associated travel expenses.</li> </ol>								
---------------------------------	---	--	--	--	--	--	--	--	--

## MICROSOFT PROJECT 2003: A SCHEDULING TOOL FOR SUCCESSFULLY MANAGING YOUR PROJECTS

<b>S U M M A R Y</b>	<p>Every project, regardless of its size or complexity must have a plan in order to succeed. As part of that project plan, you need to have a comprehensive and manageable project schedule. Planning and scheduling your project in a systematic and logical fashion is paramount to the success of your overall program. Through our hands-on training course, our experienced professional project managers will present you with a clear, comprehensive, step-by-step methodology for entering, managing and tracking your project schedule using MS Project 2003.</p> <p><i>Don't let your career advancement fall behind schedule.</i></p>		
<b>L E N G T H</b>	2-Days (7½ hrs/day)	<b>P R E R E Q</b>	General project management and good computer skills.
<b>D E T A I L S  &amp;  S Y L L A B U S</b>	<p style="text-align: center;"><b><i>Our "foundation" course – This two-day course covers our proven methods for building and tracking project schedules.</i></b></p> <p><b>Day 1</b></p> <p><b>Section 1: Introduction and Overview.</b> This section, based on PMI® principles and doctrine, provides an introduction to project scheduling and techniques that are utilized to create a comprehensive and manageable project schedule.</p> <p><b>Section 2: Properties and Options.</b> This section begins the use of Microsoft® Project. The MS Project property and option settings are discussed in detail.</p> <p><b>Section 3: Templates and Calendars.</b> This section defines the templates and calendars available in Project and provides insight on how and when to use these features. The uses of global and local templates are reviewed with discussions on defining and applying them.</p> <p><b>Section 4: Setting up a New Project.</b> In this section, a sample project will be introduced to the students. The students will begin to exercise the Edwards Project Solutions methodology for using Microsoft Project.</p> <p><b>Section 5: Entering Project Data.</b> While still following the methodology and following the lead of the instructor, the students will enter the tasks and milestones, including Level of Effort (LOE) tasks, for our sample project; the students will define the tasks, the task interdependencies and constraints in MS Project.</p> <p><b>Day 2</b></p> <p><b>Section 6: Tracking Project Progress.</b> Now that the students have completed building and base lining the schedule for our sample project, ...THE SAMPLE PROJECT IS READY TO BEGIN... In this section, the students will learn to record the actual progress of project tasks and actual work schedule for project resources.</p> <p><b>Section 7: Analyzing Project Progress.</b> Now that the students have built a schedule and recorded status for a schedule, this section provides tools and techniques that can be utilized to analyze the status of the project.</p> <p><b>Section 8: Project Reports.</b> An overview of the various "canned" reports available in MS Project will be discussed and demonstrated in this section. The custom report generator will also be discussed.</p>		

## MICROSOFT PROJECT 2003: A SCHEDULING TOOL FOR SUCCESSFULLY MANAGING YOUR PROJECTS

**Section 9: Class Exercise.** Now that the class has completed the entire process with the instructor, it is time to try it on their own. Section 9, allows each student to use the principles from the previous sections to build a schedule on their own with individual oversight and guidance from the instructors.

**Section 10: Supplemental Information on Microsoft Project.** In this final section of the course, the class will review some of the lessons learned from the 2-days of training. The instructor will share with the class some of the nuances and anomalies in MS Project and how to avoid or work around them.

**Materials Provided:**

Each person attending the training course will receive the following:

- Individualized Training Environment - each student is assigned their own PC workstation.
- 400+ page full-color comprehensive training manual written by Edwards Project Solutions.
- A laminated Desktop Reference with the project management process for using MS Project.
- CD containing scheduling templates, sample projects and supplemental procedures.
- A framed Certificate of Completion for the course.

P M I	R.E.P. COURSE NUM:	1918-P2K3C1	PMI PDUs:	15	A A C E	A.E.P. COURSE NUM:	7014-P2K3C1	AAE PHUs:	15
-------------	--------------------------	-------------	--------------	----	------------------	--------------------------	-------------	--------------	----

**I  
N  
F  
O**

For more information or to register for this course, visit our website at [www.EdwPS.com](http://www.EdwPS.com); email us at [Training@EdwPS.com](mailto:Training@EdwPS.com); or contact the Edwards Project Solutions main offices by phone at (800) 556-2506

Payment methods accepted: Cash, Check, Visa, MasterCard, American Express

**P  
R  
I  
C  
I  
N  
G**

\*10% DISCOUNTS FOR GROUPS OF THREE OR FOUR.  
LARGER GROUPS PLEASE CALL.  
CORPORATE & GOVERNMENT DISCOUNTS ALSO AVAILABLE  
GSA PRICING AVAILABLE FOR GOVERNMENT CUSTOMERS



**All Edwards Project Solutions training courses are 100% satisfaction guaranteed**

Notes:

- (1) Edwards Project Solutions training center is fully equipped with computer workstations for each student and projection equipment for instruction.
- (2) Price does not include travel costs. If applicable, travel expenses will be extra when training is held at client furnished training center.
- (3) Pricing at client furnished training center assumes center will be fully equipped to include training stations for each student. The Edwards Project Solutions instructor will furnish a laptop computer to connect into client's projection system for course instruction, or if needed, Edwards Project Solutions can provide the projection equipment.
- (4) Open enrollment training classes are subject to cancellation by Edwards Project Solutions. In the unlikely event that a class is cancelled, all registered parties will be notified as soon as possible. Each registered party affected by the cancellation, will be given the choice of rescheduling or receiving a full refund of the course tuition. Edwards Project Solutions assumes no responsibility for nonrefundable airline tickets, lodging expenses, or other associated travel expenses.

## MICROSOFT PROJECT 2007: A SCHEDULING TOOL FOR SUCCESSFULLY MANAGING YOUR PROJECTS

<b>S U M M A R Y</b>	<p>Every project, regardless of its size or complexity must have a plan in order to succeed. As part of that project plan, you need to have a comprehensive and manageable project schedule. Planning and scheduling your project in a systematic and logical fashion is paramount to the success of your overall program. Through our hands-on training course, our experienced professional project managers will present you with a clear, comprehensive, step-by-step methodology for entering, managing and tracking your project schedule using MS Project 2007.</p> <p><i>Don't let your career advancement fall behind schedule.</i></p>		
<b>L E N G T H</b>	2-Days (7½ hrs/day)	<b>P R E R E Q</b>	General project management and good computer skills.
<b>D E T A I L S  &amp;  S Y L L A B U S</b>	<p style="text-align: center;"><b><i>Our "foundation" course – This two-day course covers our proven methods for building and tracking project schedules.</i></b></p> <p><b>Day 1</b></p> <p><b>Section 1: Introduction and Overview.</b> This section, based on PMI® principles and doctrine, provides an introduction to project scheduling and techniques that are utilized to create a comprehensive and manageable project schedule.</p> <p><b>Section 2: Properties and Options.</b> This section begins the use of Microsoft® Project. The MS Project property and option settings are discussed in detail.</p> <p><b>Section 3: Templates and Calendars.</b> This section defines the templates and calendars available in Project and provides insight on how and when to use these features. The uses of global and local templates are reviewed with discussions on defining and applying them.</p> <p><b>Section 4: Setting up a New Project.</b> In this section, a sample project will be introduced to the students. The students will begin to exercise the Edwards Project Solutions methodology for using Microsoft Project.</p> <p><b>Section 5: Entering Project Data.</b> While still following the methodology and following the lead of the instructor, the students will enter the tasks and milestones, including Level of Effort (LOE) tasks, for our sample project; the students will define the tasks, the task interdependencies and constraints in MS Project.</p> <p><b>Day 2</b></p> <p><b>Section 6: Tracking Project Progress.</b> Now that the students have completed building and base lining the schedule for our sample project, ...THE SAMPLE PROJECT IS READY TO BEGIN... In this section, the students will learn to record the actual progress of project tasks and actual work schedule for project resources.</p> <p><b>Section 7: Analyzing Project Progress.</b> Now that the students have built a schedule and recorded status for a schedule, this section provides tools and techniques that can be utilized to analyze the status of the project.</p> <p><b>Section 8: Project Reports.</b> An overview of the various "canned" reports available in MS Project will be discussed and demonstrated in this section. The custom report generator will also be discussed.</p>		

## MICROSOFT PROJECT 2007: A SCHEDULING TOOL FOR SUCCESSFULLY MANAGING YOUR PROJECTS

**Section 9: Class Exercise.** Now that the class has completed the entire process with the instructor, it is time to try it on their own. Section 9, allows each student to use the principles from the previous sections to build a schedule on their own with individual oversight and guidance from the instructors.

**Section 10: Supplemental Information on Microsoft Project.** In this final section of the course, the class will review some of the lessons learned from the 2-days of training. The instructor will share with the class some of the nuances and anomalies in MS Project and how to avoid or work around them.

**Materials Provided:**

Each person attending the training course will receive the following:

- Individualized Training Environment - each student is assigned their own PC workstation.
- 400+ page full-color comprehensive training manual written by Edwards Project Solutions.
- A laminated Desktop Reference with the project management process for using MS Project.
- CD containing scheduling templates, sample projects and supplemental procedures.
- A framed Certificate of Completion for the course.

P M I	R.E.P. COURSE NUM:	1918-P2K7DC	PMI PDUs:	15	A A C E	A.E.P. COURSE NUM:	7014-P2K7DC	AAACE PHUs:	15
-------------	--------------------------	-------------	--------------	----	------------------	--------------------------	-------------	----------------	----

**I  
N  
F  
O**

For more information or to register for this course, visit our website at [www.EdwPS.com](http://www.EdwPS.com); email us at [Training@EdwPS.com](mailto:Training@EdwPS.com); or contact the Edwards Project Solutions main offices by phone at (800) 556-2506

Payment methods accepted: Cash, Check, Visa, MasterCard, American Express

**P  
R  
I  
C  
I  
N  
G**

\*10% DISCOUNTS FOR GROUPS OF THREE OR FOUR.  
LARGER GROUPS PLEASE CALL.  
CORPORATE & GOVERNMENT DISCOUNTS ALSO AVAILABLE  
GSA PRICING AVAILABLE FOR GOVERNMENT CUSTOMERS



**All Edwards Project Solutions training courses are 100% satisfaction guaranteed**

Notes:

- (1) Edwards Project Solutions training center is fully equipped with computer workstations for each student and projection equipment for instruction.
- (2) Price does not include travel costs. If applicable, travel expenses will be extra when training is held at client furnished training center.
- (3) Pricing at client furnished training center assumes center will be fully equipped to include training stations for each student. The Edwards Project Solutions instructor will furnish a laptop computer to connect into client's projection system for course instruction, or if needed, Edwards Project Solutions can provide the projection equipment.
- (4) Open enrollment training classes are subject to cancellation by Edwards Project Solutions. In the unlikely event that a class is cancelled, all registered parties will be notified as soon as possible. Each registered party affected by the cancellation, will be given the choice of rescheduling or receiving a full refund of the course tuition. Edwards Project Solutions assumes no responsibility for nonrefundable airline tickets, lodging expenses, or other associated travel expenses.

<b>PROJECT REQUIREMENTS WRITING</b>			
<b>S U M M A R Y</b>	<p>This course provides a one day overview of gathering, organizing, documenting and writing project requirements. Upon completion of this course, students will have a basic understanding of how requirements are gathered, and written. Lecture and exercises are used during the day to explain the salient aspects of proper requirements writing as recommended in The PMBOK® Guide, the International Council on Systems Engineering (INCOSE) Systems Engineering Handbook and the Institute of Electrical and Electronics Engineers (IEEE) Guide for Developing System Requirements Specifications (IEEE 1233).</p>		
<b>L E N G T H</b>	1-Day (7½ hrs)	<b>P R E R E Q</b>	General project management
<b>D E T A I L S  &amp;  S Y L L A B U S</b>	<p><b>Section 1: Stakeholder Management.</b> Within the project management framework, Stakeholders needs and expectations need to be considered and management with the same priority as project deliverables. Project Managers are challenged with balancing the needs of the Triple Constraint (Scope, Time, Cost) with the needs of project stakeholders. This continual balancing act must be done effectively for projects to be successful. Students will learn how to solicit information from stakeholders so they can write complete, understandable, and verifiable requirements.</p> <p><b>Section 2: Edwards Project Solutions Workshop Methodology.</b> Edwards Project Solutions uses a thorough and comprehensive methodology in working with stakeholders and project team members. Based on the IBM Joint Application Design (JAD) Process, students will learn how to implement the EI BMPPTM Project Management Methodology. BMPPTM (“Big Mother Piece of Paper”) is a structured top-down approach used to develop requirements, detailed work plans, and schedules for a project and to control project progress. Students will learn the BMPPTM Project Planning and Scheduling Methodology and how to use it in the requirements gathering process. Students will be provided with a specific approach to the BMPPTM Requirements Collection and Definition Methodology and Project Control Methodology.</p> <p><b>Section 3: Project Scope.</b> Scope of a project is the sum total of all the projects products and their requirements or features. Sometimes scope is used to mean the totality of work needed to complete a project. The primary tool to describe a project's scope (work) is the work breakdown structure. From a requirements perspective, students will learn to focus on the project’s scope for the purposes of capturing all relevant requirements. Students will understand how scope relates to the entire Project Management Lifecycle and the Project Management Knowledge areas required developing a clear and thorough project scope statement. Course participants will also learn how scope relates to the development of a project’s Change Control process.</p> <p><b>Section 4: System Engineering.</b> Students will walk through a number of system engineering models and learn how system engineering directly relates to securing good project requirements.</p>		

## PROJECT REQUIREMENTS WRITING

**Section 5: Defining Requirements.** Students will learn how to specifically define a project requirement and how to structure project requirements and requirements documents so they are clear, concise, and understandable. Several requirements examples will be provided to illustrate poorly written and well written requirements. Course participants will gain a thorough understanding of how to write excellent requirements by reviewing many examples and identifying the components that made them either too vague or very well written.

**Materials Provided:**

Each person attending the training course will receive the following:

- Full-color comprehensive training manual written by Edwards Project Solutions.
- A framed Certificate of Completion for the course.

P M I	R.E.P. COURSE NUM:	1918-PRQ001	PMI PDUs:	7.5	A A C E	A.E.P. COURSE NUM:	7014-PRQ001	AAE PHUS:	7.5
-------------	--------------------------	-------------	--------------	-----	------------------	--------------------------	-------------	--------------	-----


**I  
N  
F  
O**

For more information or to register for this course, visit our website at [www.EdwPS.com](http://www.EdwPS.com); email us at [Training@EdwPS.com](mailto:Training@EdwPS.com); or contact the Edwards Project Solutions main offices by phone at (800) 556-2506

Payment methods accepted: Cash, Check, Visa, MasterCard, American Express

**P  
R  
I  
C  
I  
N  
G**

\*10% DISCOUNTS FOR GROUPS OF THREE OR FOUR.  
LARGER GROUPS PLEASE CALL.  
CORPORATE & GOVERNMENT DISCOUNTS ALSO AVAILABLE  
GSA PRICING AVAILABLE FOR GOVERNMENT CUSTOMERS



**All Edwards Project Solutions training courses are 100% satisfaction guaranteed**

Notes:

- (1) The Edwards Project Solutions instructor will furnish a laptop computer to connect into client's projection system for course instruction, or if needed, Edwards Project Solutions can provide the projection equipment.
- (2) Open enrollment training classes are subject to cancellation by Edwards Project Solutions. In the unlikely event that a class is cancelled, all registered parties will be notified as soon as possible. Each registered party affected by the cancellation, will be given the choice of rescheduling or receiving a full refund of the course tuition. Edwards Project Solutions assumes no responsibility for nonrefundable airline tickets, lodging expenses, or other associated travel expenses.

## PROJECT RISK MANAGEMENT

<b>S U M M A R Y</b>	Risks can negatively impact project deliverables and cost overruns can severely undermine confidence in the project and in the project manager. The process of Project Risk Management attempts to identify and address uncertainties that may threaten the desired project outcome. While all projects will endure a certain level of risk, regular and rigorous risk analysis and risk management techniques serve to diminish problems before they arise. This course introduces the student to the basic techniques of determining and managing project risk. Areas covered include Risk Identification and Quantification, Cure Strategies, and Decision Tree Creation.		
<b>L E N G T H</b>	1-Day (7½ hrs)	<b>P R E R E Q</b>	General project management
<b>D E T A I L S  &amp;  S Y L L A B U S</b>	<p><b>Section 1: Definitions.</b> This section introduces the student to common terminology used when discussing risks, risk environments, and types of risks. Students learn how to think about risk in terms of probability and possibility. Course participants will categorize risk types in terms of “knowns”, “unknowns”, and “unknown-unknowns” so they can then start identifying legitimate project risks.</p> <p><b>Section 2: Identification of Risks.</b> This section discusses when to address risks, where to address risks, and what typically causes risk. Student will identify internal and external risks and the impact each risk type may have on the project triple constraint. Participants will learn and identify specific causes of risks to being the process of quantifying and qualifying risk.</p> <p><b>Section 3: Quantification of Risk.</b> This section introduces methods that determine the risk impact to Cost, Performance and Schedule. Students will perform a risk analysis to determine the possibility and probability of a risk event and the risk’s impact on the project.</p> <p><b>Section 4: Cure Strategies for Risk.</b> This section highlights standard risks faced by project teams and offers discussion of alternatives to eliminate risks. Students will learn specific techniques in making risk mitigation decisions.</p> <p><b>Section 5: Creating the Decision Tree.</b> This section introduces the Decision Tree and the process decision tree development. A decision tree is a decision support tool that uses a graph or model of decisions and their possible consequences, including chance event outcomes, resource costs, and utility. A decision tree is a decision support tool, used to identify the strategy most likely to reach a goal. Students will learn how to create a decision tree and use decision data to determine project outcomes. A class exercise is provided to reinforce the development process.</p> <p><b>Section 6: Recognizing Risk.</b> This section provides tips and a discussion of standard project management tools that can be used to identify risk.</p> <p><b>Section 7: Deciding What To Do.</b> This sections looks at the available alternatives to mitigate the impact of identified risks. Students will learn eight (8) specific strategies in making risk mitigation decisions.</p>		

## PROJECT RISK MANAGEMENT

**Section 8: Summary.** This section provides a brief review of the full Risk Management Process. Students will be provided a step-by-step process in analyzing, determining, and resolving project risk.

**Materials Provided:**

Each person attending the training course will receive the following:

- Full-color comprehensive training manual written by Edwards Project Solutions.
- A framed Certificate of Completion for the course.

P M I	R.E.P. COURSE NUM:	1918-PRM001	PMI PDUs:	7.5	A A C E	A.E.P. COURSE NUM:	7014-PRM001	AAE PHUS:	7.5
-------------	--------------------------	-------------	--------------	-----	------------------	--------------------------	-------------	--------------	-----


**I  
N  
F  
O**

For more information or to register for this course, visit our website at [www.EdwPS.com](http://www.EdwPS.com); email us at [Training@EdwPS.com](mailto:Training@EdwPS.com); or contact the Edwards Project Solutions main offices by phone at (800) 556-2506

Payment methods accepted: Cash, Check, Visa, MasterCard, American Express

**P  
R  
I  
C  
I  
N  
G**

\*10% DISCOUNTS FOR GROUPS OF THREE OR FOUR.  
LARGER GROUPS PLEASE CALL.  
CORPORATE & GOVERNMENT DISCOUNTS ALSO AVAILABLE  
GSA PRICING AVAILABLE FOR GOVERNMENT CUSTOMERS



**All Edwards Project Solutions training courses are 100% satisfaction guaranteed**

Notes:

- (1) The Edwards Project Solutions instructor will furnish a laptop computer to connect into client's projection system for course instruction, or if needed, Edwards Project Solutions can provide the projection equipment.
- (2) Open enrollment training classes are subject to cancellation by Edwards Project Solutions. In the unlikely event that a class is cancelled, all registered parties will be notified as soon as possible. Each registered party affected by the cancellation, will be given the choice of rescheduling or receiving a full refund of the course tuition. Edwards Project Solutions assumes no responsibility for nonrefundable airline tickets, lodging expenses, or other associated travel expenses.

## PMP TEST PREPARATION

<b>S U M M A R Y</b>	<p>A comprehensive course using PMP® Exam Prep textbooks. The course will prepare the student to pass the Project Management Professional (PMP®) Certification test based on the Project Management Book of Knowledge (PMBOK®).</p>								
<b>L E N G T H</b>	3-Days (22½ hrs)			<b>P R E R E Q</b>	<ul style="list-style-type: none"> <li>• General project management.</li> <li>• Skills and professional experience to successfully pass the PMP certification exam.</li> </ul>				
<b>D E T A I L S  &amp;  S Y L L A B U S</b>	<p>Training programs must integrate theory with real world experiences to be effective. Training programs at Edwards Project Solutions bring the theory and real world experiences together to create comprehensive courses in project management theory, principles, practices and toolsets. These courses, designed around project management “best practices” and based on the Project Management Institute’s (PMI®) Project Management Body of Knowledge (PMBOK®), are taught by project managers with experience and insight into managing real world situations and projects. All of our courses are based on industry "best practices" and sound project management principles from PMI®. Edwards Project Solutions is a Global Registered Education Provider (REP) with PMI®.</p> <p>The PMP Test Preparation course takes students through all nine (9) Project Management Knowledge Areas, as well as general project management instruction that directly relates to passing the PMP Exam. Students are tested several times each day with questions similar to what they will receive on the PMP Exam. Each exam session is then debriefed and students are provided an opportunity to identify their strengths and weaknesses.</p> <p>Students receive an entire library of practice exams. They also receive flash cards, audio CD’s, desktop references, a calculator and briefcase for materials. The wealth of materials provided, in addition to the formal course instruction and exam testing during training, thoroughly prepares students to successfully pass the PMP Exam. All nine (9) Project Management Knowledge Areas are tested and debriefed. Students receive immediate feedback on their exam performance and are immediately able to address any improvement areas.</p>								
<b>P M I</b>	<b>R.E.P. COURSE NUM:</b>	1918-PRP001	<b>PMI PDUs:</b>	22.5	<b>A A C E</b>	<b>A.E.P. COURSE NUM:</b>	AEP7014- PRP001	<b>AACE PHUs:</b>	22.5
<b>I N F O</b>	<p>For more information or to register for this course, visit our website at <a href="http://www.EdwPS.com">www.EdwPS.com</a>; email us at <a href="mailto:Training@EdwPS.com">Training@EdwPS.com</a>; or contact the Edwards Project Solutions main offices by phone at (800) 556-2506</p> <p style="text-align: center;">Payment methods accepted: Cash, Check, Visa, MasterCard, American Express</p>								

## PMP TEST PREPARATION

\*10% DISCOUNTS FOR GROUPS OF THREE OR FOUR.  
LARGER GROUPS PLEASE CALL.  
CORPORATE & GOVERNMENT DISCOUNTS ALSO AVAILABLE  
GSA PRICING AVAILABLE FOR GOVERNMENT CUSTOMERS



**All Edwards Project Solutions training courses are 100% satisfaction guaranteed**

P  
R  
I  
C  
I  
N  
G

Notes:

- (1) The Edwards Project Solutions instructor will furnish a laptop computer to connect into client's projection system for course instruction, or if needed, Edwards Project Solutions can provide the projection equipment.
- (2) Open enrollment training classes are subject to cancellation by Edwards Project Solutions. In the unlikely event that a class is cancelled, all registered parties will be notified as soon as possible. Each registered party affected by the cancellation, will be given the choice of rescheduling or receiving a full refund of the course tuition. Edwards Project Solutions assumes no responsibility for nonrefundable airline tickets, lodging expenses, or other associated travel expenses.

## USING EARNED VALUE TO TRACK PROJECT – THE PB&J PROJECT

S U M M A R Y	<p>Would you run a race and not keep time? Would you be comfortable with a hospital that didn't periodically check their patient's vital signs? So why would you attempt to manage a project without an objective method for gauging progress? Measuring progress in any form is important. It provides satisfaction and encouragement to see measurable progress being made and provides motivation to excel when we perceive we are falling behind. While a stopwatch, thermometer, or blood pressure cuff may be of little value to a project manager trying to keep a handle on their project, a work breakdown structure (WBS), staffing plan, schedule, budget plan, tracking plan, and an array of project metrics are essential tools required by an effective project manager.</p> <p>So... what's "The PB&amp;J Project"? Did you ever consider that you can actually track project progress when simply constructing a peanut butter and jelly sandwich? Yes, you read that correctly. This humorous approach to project tracking walks you through the project lifecycle and the EVMS process. The resources, stakeholders, scope, project timeline, WBS, and tasks are all defined and project progress is tracked against an established baseline. When you have a hungry five year old (I'm sorry – that's the customer) eagerly awaiting project completion, constantly checking status and requiring thorough updates, this is one project where EV needs to be done right!</p>		
L E N G T H	1 to 2 Hours	P R E R E Q	General project management
D E T A I L S & S Y L L A B U S	<p><b>Section 1: What do we know?</b> The discussion begins with an example project. No, it's not the PB&amp;J project; it is actually an 18-month development project with some status information presented. The audience is encouraged to interpret the presented information and evaluate the performance of the sample project. What is the cost performance? – What is the schedule performance? – Is it going well now? –and– Will it finish well?</p> <p><b>Section 2: Earned Value Defined.</b> The discussion continues with an overview of Earned Value Management Systems and the processes used in setting up, collecting and calculating earned value data.</p> <p><b>Section 3: The Example.</b> Earned Value measurement is taught through the construction of a peanut butter and jelly sandwich. Resources, costs, tasks, timeline, and expected outcome are all defined and progress is tracked using established EVMS processes.</p> <p><b>Section 4: Key Measurements Reviewed.</b> The audience will learn key earned value measurements and the appropriate calculations to determine current project performance, as well as future project performance and expected outcomes.</p> <p><b>Section 5: Best Practices.</b> At the end of the discussion, recommendations on Earned Value Measurement best practices will be provided.</p> <p style="text-align: center;"><b>OPEN FORUM QUESTIONS AND ANSWERS FOLLOWS THE PRESENTATION</b></p>		

## USING EARNED VALUE TO TRACK PROJECT – THE PB&J PROJECT


**Materials Provided:**

Each person attending the presentation will receive the following:

- CD from Edwards Project Solutions containing a copy of the presentation along with other earned value data and information about Edwards Project Solutions
- A Laminated Desktop Reference sheet for Earned Value containing definitions, formulas and analysis guidelines.

<b>P M I</b>	<b>R.E.P. COURSE NUM:</b>	1918-PBJ001	<b>PMI PDUs:</b>	1	<b>A A C E</b>	<b>A.E.P. COURSE NUM:</b>	AEP7014-PBJ001	<b>AACE PHUs:</b>	1
----------------------	---------------------------	-------------	------------------	---	----------------------------	---------------------------	----------------	-------------------	---

<b>I N F O</b>	<p>For more information or to register for this course, visit our website at <a href="http://www.EdwPS.com">www.EdwPS.com</a>; email us at <a href="mailto:Training@EdwPS.com">Training@EdwPS.com</a>; or contact the Edwards Project Solutions main offices by phone at (800) 556-2506</p> <p style="text-align: center;">Payment methods accepted: Cash, Check, Visa, MasterCard, American Express</p>								
----------------------------	--	--	--	--	--	--	--	--	--

<b>P R I C I N G</b>	<p style="text-align: center;">THIS SEMINAR IS OFFERED <b>FREE OF CHARGE</b> IN THE BALTIMORE-WASHINGTON-NORTHERN VIRGINIA METRO AREA</p> <div style="text-align: center;">  <p><b>All Edwards Project Solutions training courses are 100% satisfaction guaranteed</b></p> </div> <p>Notes:</p> <ol style="list-style-type: none"> <li>(1) The Edwards Project Solutions instructor will furnish a laptop computer to connect into client's projection system for course instruction, or if needed, Edwards Project Solutions can provide the projection equipment.</li> <li>(2) Open enrollment training classes are subject to cancellation by Edwards Project Solutions. In the <u>unlikely</u> event that a class is cancelled, all registered parties will be notified as soon as possible. Each registered party affected by the cancellation, will be given the choice of rescheduling or receiving a full refund of the course tuition. Edwards Project Solutions assumes no responsibility for nonrefundable airline tickets, lodging expenses, or other associated travel expenses.</li> </ol>								
--	---	--	--	--	--	--	--	--	--

## EARNED VALUE MEASUREMENT: CONCEPT TO APPLICATION (1-DAY)

<b>S U M M A R Y</b>	<p>This training course, developed by Edwards Project Solutions and taught by experienced project managers, will present you with a clear, comprehensive, step-by-step methodology for planning your projects and measuring and reporting performance. This course teaches you to define work and create work breakdown structures (WBS), establish budgets, build detailed schedules using our popular BMPP method, establish a staffing plan and plan baseline, and execute a comprehensive tracking and reporting process.</p>		
<b>L E N G T H</b>	1-Day (7½ hrs)	<b>P R E R E Q</b>	General project management
<b>D E T A I L S  &amp;  S Y L L A B U S</b>	<p>Would you run a race and not keep time? Would you be comfortable with a hospital that didn't periodically check their patient's vital signs? So why would you attempt to manage a project without an objective method for gauging progress? Measuring progress in any form is important. It provides satisfaction and encouragement to see measurable progress being made and provides motivation to excel when we perceive we are falling behind. While a stopwatch, thermometer, or blood pressure cuff may be of little value to a project manager trying to keep a handle on their project, a work breakdown structure (WBS), staffing plan, schedule, budget plan, tracking plan, and an array of project metrics are essential tools required by an effective project manager.</p> <p>An earned value management system (EVMS) integrates the work scope of a project with the schedule and cost elements of the project to optimize control of the planned work. It is used as a project management early warning system, enabling managers to identify problems in their infancy when management redirection has its greatest potential to control cost overruns or schedule delays.</p> <p>The information you will learn to collect and examine with this system is valuable to all stakeholders in the project. As a project manager, you will appreciate the insight and control you gain over the project. Sharing this information with the team members will promote teamwork by allowing them to see how their contributions affect the bottom line (i.e., they will see the forest while they are standing in the trees). Senior management will gain confidence in your reporting since they will receive accurate and objective reports.</p> <p>Students will learn how to objectively measure accomplished work for comparison to planned work and actual costs, create performance metrics like cost and schedule performance indices, and report cost and schedule variances.</p> <p><b>Section 1: Earned Value Management System Overview.</b> This section, based on PMI® principles and doctrine, introduces EVM and provides techniques that are utilized to effectively and accurately measure project performance. Basic EVM terms are introduced and an overview of how technical scope, cost, and schedule are integrated provides an introduction on how to establish a performance measurement baseline and derive performance metrics.</p> <p><b>Section 2: Establishing a Cost and Schedule Baseline.</b> Once EVM benefits have been discussed, the performance measurement baseline is set, with specific concentration on the WBS decomposition process, establishing the project schedule, and project cost budgeting. Students will learn how to create a meaningful WBS structure that directly links to project schedule and cost measurements.</p>		

## EARNED VALUE MEASUREMENT: CONCEPT TO APPLICATION (1-DAY)

**Section 3: Measuring Cost and Schedule Progress & Forecasting.** Now that students understand how to establish an effective performance measurement baseline, methods for measuring and tracking progress and actual costs are discussed. The advantages and disadvantages of the most common tracking methods will be discussed. The calculation of schedule and cost indices and other metrics will be introduced.

**Section 4: Analysis of Variances and Statistics.** Students will learn how to capture project performance data for use in predicting future project performance. Students will learn how to complete performance calculations and use that data for comparison to Estimates At Complete prepared by the project team. Additionally, students will learn the importance of tracking changes to the baseline through the use various data logs.


**Materials Provided:**

Each person attending the training course will receive the following:

- Full-color comprehensive training manual written by Edwards Project Solutions.
- A Laminated Desktop Reference sheet for Earned Value containing definitions, formulas and analysis guidelines.
- A framed Certificate of Completion for the course.

P M I	R.E.P. COURSE NUM:	1918-EVM306	PMI PDUs:	7.5	A A C E	A.E.P. COURSE NUM:	7014-EVM306	AACE PHUs:	7.5

I N F O	For more information or to register for this course, visit our website at <a href="http://www.EdwPS.com">www.EdwPS.com</a> ; email us at <a href="mailto:Training@EdwPS.com">Training@EdwPS.com</a> ; or contact the Edwards Project Solutions main offices by phone at (800) 556-2506
	Payment methods accepted: Cash, Check, Visa, MasterCard, American Express

P R I C I N G	<p>*10% DISCOUNTS FOR GROUPS OF THREE OR FOUR. LARGER GROUPS PLEASE CALL. CORPORATE &amp; GOVERNMENT DISCOUNTS <small>ALSO AVAILABLE</small></p> <p>GSA PRICING AVAILABLE FOR GOVERNMENT CUSTOMERS</p>  <p><b>All Edwards Project Solutions training courses are 100% satisfaction guaranteed</b></p>
	<p>Notes:</p> <ol style="list-style-type: none"> <li>(1) The Edwards Project Solutions instructor will furnish a laptop computer to connect into client's projection system for course instruction, or if needed, Edwards Project Solutions can provide the projection equipment.</li> <li>(2) Open enrollment training classes are subject to cancellation by Edwards Project Solutions. In the <u>unlikely</u> event that a class is cancelled, all registered parties will be notified as soon as possible. Each registered party affected by the cancellation, will be given the choice of rescheduling or receiving a full refund of the course tuition. Edwards Project Solutions assumes no responsibility for nonrefundable airline tickets, lodging expenses, or other associated travel expenses.</li> </ol>

## EARNED VALUE MEASUREMENT: CONCEPT TO APPLICATION (2-DAY)

<b>S U M M A R Y</b>	<p>This training course, developed by Edwards Project Solutions and taught by experienced project managers, will present you with a clear, comprehensive, step-by-step methodology for planning your projects and measuring and reporting performance. This course teaches you to define work and create work breakdown structures (WBS), establish budgets, build detailed schedules using our popular BMPP method, establish a staffing plan and plan baseline, and execute a comprehensive tracking and reporting process.</p>		
<b>L E N G T H</b>	2-Day (15 hrs)	<b>P R E R E Q</b>	General project management
<b>D E T A I L S  &amp;  S Y L L A B U S</b>	<p>Would you run a race and not keep time? Would you be comfortable with a hospital that didn't periodically check their patient's vital signs? So why would you attempt to manage a project without an objective method for gauging progress? Measuring progress in any form is important. It provides satisfaction and encouragement to see measurable progress being made and provides motivation to excel when we perceive we are falling behind. While a stopwatch, thermometer, or blood pressure cuff may be of little value to a project manager trying to keep a handle on their project, a work breakdown structure (WBS), staffing plan, schedule, budget plan, tracking plan, and an array of project metrics are essential tools required by an effective project manager.</p> <p>An earned value management system (EVMS) integrates the work scope of a project with the schedule and cost elements of the project to optimize control of the planned work. It is used as a project management early warning system, enabling managers to identify problems in their infancy when management redirection has its greatest potential to control cost overruns or schedule delays.</p> <p>The information you will learn to collect and examine with this system is valuable to all stakeholders in the project. As a project manager, you will appreciate the insight and control you gain over the project. Sharing this information with the team members will promote teamwork by allowing them to see how their contributions affect the bottom line (i.e., they will see the forest while they are standing in the trees). Senior management will gain confidence in your reporting since they will receive accurate and objective reports.</p> <p>Students will learn how to objectively measure accomplished work for comparison to planned work and actual costs, create performance metrics like cost and schedule performance indices, and report cost and schedule variances.</p> <p><b>Section 1: Earned Value Management System Overview.</b> This section, based on PMI® principles and doctrine, introduces EVM and provides techniques that are utilized to effectively and accurately measure project performance. Basic EVM terms are introduced and an overview of how technical scope, cost, and schedule are integrated provides an introduction on how to establish a performance measurement baseline and derive performance metrics.</p> <p><b>Section 2: Establishing a Cost and Schedule Baseline.</b> Once EVM benefits have been discussed, the performance measurement baseline is set, with specific concentration on the WBS decomposition process, establishing the project schedule, and project cost budgeting. Students will learn how to create a meaningful WBS structure that directly links to project schedule and cost measurements.</p>		

## EARNED VALUE MEASUREMENT: CONCEPT TO APPLICATION (2-DAY)

**Section 3: Measuring Cost and Schedule Progress & Forecasting.** Now that students understand how to establish an effective performance measurement baseline, methods for measuring and tracking progress and actual costs are discussed. The advantages and disadvantages of the most common tracking methods will be discussed. The calculation of schedule and cost indices and other metrics will be introduced.

**Section 4: Analysis of Variances and Statistics.** Students will learn how to capture project performance data for use in predicting future project performance. Students will learn how to complete performance calculations and use that data for comparison to Estimates At Complete prepared by the project team. Additionally, students will learn the importance of tracking changes to the baseline through the use various data logs.


**Materials Provided:**

Each person attending the training course will receive the following:

- Full-color comprehensive training manual written by Edwards Project Solutions.
- A Laminated Desktop Reference sheet for Earned Value containing definitions, formulas and analysis guidelines.
- A framed Certificate of Completion for the course.

P M I	R.E.P. COURSE NUM:	1918-EVM307	PMI PDUs:	15	A A C E	A.E.P. COURSE NUM:	7014-EVM307	AAE PHUs:	15
-------------	--------------------------	-------------	--------------	----	------------------	--------------------------	-------------	--------------	----

I N F O	<p>For more information or to register for this course, visit our website at <a href="http://www.EdwPS.com">www.EdwPS.com</a>; email us at <a href="mailto:Training@EdwPS.com">Training@EdwPS.com</a>; or contact the Edwards Project Solutions main offices by phone at (800) 556-2506</p> <p style="text-align: center;">Payment methods accepted: Cash, Check, Visa, MasterCard, American Express</p>								
------------------	--	--	--	--	--	--	--	--	--

P R I C I N G	<p>*10% DISCOUNTS FOR GROUPS OF THREE OR FOUR. LARGER GROUPS PLEASE CALL. CORPORATE &amp; GOVERNMENT DISCOUNTS ALSO AVAILABLE GSA PRICING AVAILABLE FOR GOVERNMENT CUSTOMERS</p> <div style="text-align: center;">  </div> <p style="text-align: center;"><b>All Edwards Project Solutions training courses are 100% satisfaction guaranteed</b></p> <p>Notes:</p> <ol style="list-style-type: none"> <li>(1) The Edwards Project Solutions instructor will furnish a laptop computer to connect into client's projection system for course instruction, or if needed, Edwards Project Solutions can provide the projection equipment.</li> <li>(2) Open enrollment training classes are subject to cancellation by Edwards Project Solutions. In the <u>unlikely</u> event that a class is cancelled, all registered parties will be notified as soon as possible. Each registered party affected by the cancellation, will be given the choice of rescheduling or receiving a full refund of the course tuition. Edwards Project Solutions assumes no responsibility for nonrefundable airline tickets, lodging expenses, or other associated travel expenses.</li> </ol>								
---------------------------------	---	--	--	--	--	--	--	--	--

## EARNED VALUE MANAGEMENT WITH MICROSOFT PROJECT: USING MICROSOFT PROJECT 2007 TO COLLECT AND REPORT EARNED VALUE METRICS

<b>S U M M A R Y</b>	<p>This 2-day, instructor-led, course will present you with a very clear step-by-step process for setting up, tracking and reporting true earned value using Microsoft® Office Project 2007. It will dispel the myths that Microsoft Project is not suited for tracking and reporting earned value metrics on your project.</p>		
<b>L E N G T H</b>	2-Days (7½ hrs/day)	<b>P R E R E Q</b>	<p>General project management and earned value management experience. Good computer skills with some experience using Microsoft Project.</p>
<b>D E T A I L S  &amp;  S Y L L A B U S</b>	<p><i>Day 1</i></p> <p><b>Section 1: Introduction and Overview.</b> This section, based on PMI® principles and doctrine, provides an introduction to project scheduling and Earned Value Management along with the techniques that are utilized to create a comprehensive and manageable project schedule. History and overview of Earned Value management process. This section also provides an introduction and overview to the Edwards Project Solutions method for developing comprehensive work plan, defining and estimating task and milestones and determining the interdependencies and constraints of the tasks.</p> <p><b>Section 2: Properties and Options.</b> This section begins the use of Microsoft® Project. The MS Project property and option settings are discussed in detail. Each property and option is defined with an explanation of how MS Project reacts to the setting of the property or option. This section provides recommendations for the setting of each property and option.</p> <p><b>Section 3: Templates and Calendars.</b> This section defines the templates and calendars available in Project and provides insight on how and when to use these features. The uses of global and local templates are reviewed with discussions on defining and applying them. Custom scheduling templates, developed by Edwards Project Solutions to support our PMI-based methodology, are presented and discussed. These templates, which are provided on media (floppy or CD) to each student taking the course, have been developed by Edwards Project Solutions over many years of managing projects using MS Project to present schedule and status data to customers and senior management. Calendars are also discussed in this section of the course. The instructor demonstrates how to define, apply and maintain project "master" calendars, resource calendars, task calendars and special purpose calendars. A complete explanation of each type of calendar and recommendations on which types to use under different scheduling scenarios is provided.</p> <p><b>Section 4: Setting up a New Project.</b> In this section, a sample project will be introduced to the students. The students will begin to exercise the Edwards Project Solutions methodology for using Microsoft Project. The students, working at their workstations, will follow along with the instructor and translate the information resulting from a planning session for our sample project</p>		

## EARNED VALUE MANAGEMENT WITH MICROSOFT PROJECT: USING MICROSOFT PROJECT 2007 TO COLLECT AND REPORT EARNED VALUE METRICS

into an MS Project schedule. The students will learn to begin to establish the schedule in MS Project by entering the properties and general project information into MS Project. Next the students will learn to define the resource pool in MS Project including defining the financial information and resources calendar information, including resource rates, rate increases, company holidays and shift work.

### Day 2

**Section 5: Entering Project Data.** While still following the methodology and following the lead of the instructor, the students will enter the tasks and milestones, including Level of Effort (LOE) tasks, for our sample project; the students will define the tasks, the task interdependencies and constraints in MS Project. Earned Value tracking will be set up at both detailed and summary task levels. In this section, the instructor will lead the students through assigning resources from the resource pool to the tasks and entering the "work" required to complete each task. Once the project task data and assignment data for our sample project is entered, the instructor will conduct discussions on how to read and understand the critical path and slack time (lag time) of the project. This is followed by an exercise on "resource leveling" to ensure that no resource is working more than their planned availability during the project. The section concludes with setting the baseline on the exercise project and a discussion of the tools that can assist in communicating the schedule and Earned Value Performance Measurement Baseline.

**Section 6: Tracking Project Progress.** Now that the students have completed building and base lining the schedule for our sample project, ...THE SAMPLE PROJECT IS READY TO BEGIN... In this section, the students will learn to record the actual progress of project tasks and actual work schedule for project resources. Tracking techniques will be applied to both detailed tasks as well as Summary level tracking. Resource status information for our sample project, which is not executing according to plan, is presented to the class. The students use the status information to follow along with the instructor and record the task and resource status into MS Project. This section provides step-by-step instructions for recording the Actual Start, Percent Completion, and the Actual Work performed for the tasks of our sample project and also for recording sick and vacation time for project resources and will include update of Earned Value. Once the entry process is completed, the students will learn to examine the resource and task expenditures using the "Usage" views. The student will learn techniques for adjusting the resource leveling based on the actual progress that is entered and applying adjustments to project LOE tasks and handling of Earned value.

**Section 7: Reporting Project Progress.** Now that the students have built a schedule and recorded status for a schedule, this section provides tools and techniques that can be utilized to analyze and report the status of the project. This analysis will be performed using (a) standard and custom views such as the various "Usage" views and the Project Statistics screen; (b) Creation of Visual Reports to create reports in Microsoft Excel (c) Using custom fields to calculate additional project metrics and linking the calculated data to graphical indicators to create "Stop-Light" charts;. Several examples and reports will be generated for the project schedule developed in sections 4, 5 and 6. An overview of the various "canned" reports available in MS Project will be discussed and demonstrated in this section. The Visual Reports offered in Project 2007 will also

## EARNED VALUE MANAGEMENT WITH MICROSOFT PROJECT: USING MICROSOFT PROJECT 2007 TO COLLECT AND REPORT EARNED VALUE METRICS

be discussed.

**Section 8: Earned Value Best Practices.** Now that the students have built a schedule, tracked progress and performed analysis, it is time to learn some best practices and techniques for handling those various changes that affect the Earned Value Management plan. Discussed will be practices around Resource Management, Scope and Baseline Management and things you should know. How to handle planning packages. Understanding Earned Value methods and the best way to use them. Obtaining CAM level earned value reporting, setting up a field for drilling into CAM level EV details.

**Section 9: Class Exercise.** Now that the class has completed the entire process with the instructor, it is time to try it on their own. Section 9, allows each student to use the principles from the previous sections to build a schedule on their own with individual oversight and guidance from the instructors. Each student, working independently, will use MS Project and the step-by-step methodology to set up, create, baseline and communicate this new project schedule. Once the student has completed creating the schedule, the project status information for the third week into the project is provided. Using this status information, each student will update his/her schedule with the status and analyze the results.

**Section 10: Supplemental Information on Microsoft Project.** In this final section of the course, the class will review some of the lessons learned from the 2-days of training. The instructor will share with the class some of the nuances and anomalies in MS Project and how to avoid or work around them. Techniques for EV tracking in hours is summarized. Finally the course will discuss some of the additional benefits and features available in the next release Microsoft Project.

**Materials Provided:**

Each person attending the training course will receive the following:

- Individualized Training Environment - each student is assigned their own PC workstation.
- 425+ page full-color comprehensive training manual written by Edwards Project Solutions.
- A laminated Desktop Reference with the project management process for using MS Project.
- CD containing scheduling templates, sample projects and supplemental procedures.
- A framed Certificate of Completion for the course.

P M I	R.E.P. COURSE NUM:	1918-P2K7EVM	PMI PDUS:	15	A A C E	A.E.P. COURSE NUM:	7014-P2K7EVM	AAE PHUS:	15
I N F O	<p>For more information or to register for this course, visit our website at <a href="http://www.EdwPS.com">www.EdwPS.com</a>; email us at <a href="mailto:Training@EdwPS.com">Training@EdwPS.com</a>; or contact the Edwards Project Solutions main offices by phone at (800) 556-2506</p> <p style="text-align: center;">Payment methods accepted: Cash, Check, Visa, MasterCard, American Express</p>								

## EARNED VALUE MANAGEMENT WITH MICROSOFT PROJECT: USING MICROSOFT PROJECT 2007 TO COLLECT AND REPORT EARNED VALUE METRICS

P  
R  
I  
C  
I  
N  
G

\*10% DISCOUNTS FOR GROUPS OF THREE OR FOUR.  
LARGER GROUPS PLEASE CALL.  
CORPORATE & GOVERNMENT DISCOUNTS ALSO AVAILABLE  
GSA PRICING AVAILABLE FOR GOVERNMENT CUSTOMERS



**All Edwards Project Solutions training courses are 100% satisfaction guaranteed**

Notes:

- (1) Edwards Project Solutions training center is fully equipped with computer workstations for each student and projection equipment for instruction.
- (2) Price does not include travel costs. If applicable, travel expenses will be extra when training is held at client furnished training center.
- (3) Pricing at client furnished training center assumes center will be fully equipped to include training stations for each student. The Edwards Project Solutions instructor will furnish a laptop computer to connect into client's projection system for course instruction, or if needed, Edwards Project Solutions can provide the projection equipment.
- (4) Open enrollment training classes are subject to cancellation by Edwards Project Solutions. In the unlikely event that a class is cancelled, all registered parties will be notified as soon as possible. Each registered party affected by the cancellation, will be given the choice of rescheduling or receiving a full refund of the course tuition. Edwards Project Solutions assumes no responsibility for nonrefundable airline tickets, lodging expenses, or other associated travel expenses.

*This Page Intentionally Left Blank*

*For more information on how we can provide your organization with comprehensive full-life cycle project management support services, training and enterprise-level solutions, please contact:*

***EDWARDS PROJECT SOLUTIONS, LLC.***

***7250 Parkway Drive • Suite 200 • Hanover, MD 21076-1388***

***Office: (800) 556-2506 • (443) 561-0180***

***Fax: (443) 561-0199***

***Email: [Info@EdwPS.com](mailto:Info@EdwPS.com)***



***Also Visit our website at:  
Website: [www.EdwPS.com](http://www.EdwPS.com)***

