PROGRAM FRAMEWORK

G-Cloud

Microsoft Project PPM Solution Training Services

Table of Contents

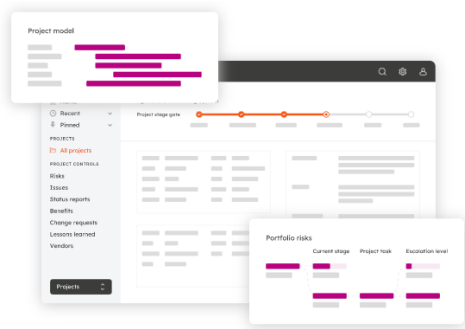# Project Portfolio Management with Microsoft Project Solutions

Microsoft Project offers the following applications to help meet your organisation's needs for project and work management:

- Project for the web
- Project Online
- Project Online desktop client

Deployed in the Microsoft Cloud through services in the Power Platform, SharePoint and Azure, these tools can be configured to provide powerful capabilities for all aspects of Project Portfolio Management.

As a Microsoft Gold partner specialising in Microsoft PPM cloud solutions, Program Framework offers a full range of deployment services to ensure a successful implementation of your Microsoft Project solution.

Power Framework

If you are interested in a complete highly functional PPM solution out-of-the-box built on these technologies, check out www.powerframework.com (see also our separate G-Cloud Lot-2 offering for this solution).

Our Training Services

Program Framework provides a range of training courses ensuring that your team is fully enabled to perform their role with the solutions implemented. Below we set out typical training events, each can be customized considering your current working practices, prior tool knowledge of your team, your actual configuration of the tool and process.

Optionally we will work with you to create your own training collateral that will describe your specific usage of the tool in combination with your own particular process – these guides will refer to industry standard reference guides that we would deliver also.

We offer other knowledge transfer services, including mentoring, train-the-trainer, e-coach online training and more. We will work with you to develop the best training approach for you.

Our trainers are Microsoft certified with many years' experience of real world usage and implementation of solutions being trained.

Project Planning with Microsoft Project

Course Description:

The goal of this two-day instructor-led Microsoft Project Training course is to provide students with the knowledge and skills necessary to effectively manage projects with Microsoft Project (version online and 2013 upwards).

Course Objectives:

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

- Work with the user interface of Microsoft Project
- Create project schedules
- Review and optimize their schedules
- Assign resources
- Track progress
- Understand how to tackle typical scenarios such as scheduling time or resource critical projects
- Report on their project

Course Audience:

This course is intended for people responsible for managing projects. These individuals are involved in or responsible for scheduling, estimating, coordinating, controlling, budgeting and staffing of projects.

Agenda:

- Introduction to Project Management
- Introduction to Microsoft Project
- Creating the 1st schedule
- Linking tasks
- Reviewing the schedule

- Modifying the schedule
- Introduction to resources and costs
- Track progress
- Reporting
- Top 5 MS Project tips and tricks
- How to solve common scheduling problems
- How to schedule Time critical projects
- How to schedule Resource constrained projects
- Assigning and editing Resources
- Reporting on multiple projects
- How to make Critical paths accurate, useful, meaningful and visible

Cost:

This two-day event is charged at £2,400 plus expenses for a class of eight.

Managing Projects Using Project Online

Course Description:

The goal of this two-day instructor-led Microsoft Project Online Training course is to provide students with the knowledge and skills necessary to effectively manage projects with Microsoft Project Online.

Course Objectives:

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

- Work with the user interface of Microsoft Project Online.
- Create and manage project schedules using Project Web App.
- Create and manage resources with Project Web App.
- Use Project Professional to connect to Project Online and manage projects.
- Assign resources and manage overallocations.
- Explain advanced task assignment options.
- Set a project baseline, track, update project schedules.
- Work with project sites, documents, risks, issues and deliverables.
- Work with timesheets and task updates.
- Work with Project Web App views.
- Create master projects/programmes.

Course Audience:

This course is intended for people responsible for managing projects. These individuals are involved in or responsible for scheduling, estimating, coordinating, controlling, budgeting and staffing of projects and supporting other users of Microsoft Project Online.

Agenda:

- Introduction and Project Online Overview

- Project Web App (PWA) Overview
- Working with the Resource Pool
- Working with Microsoft Project
- Tracking Projects
- Using Master and Subprojects
- Working with Project Sites
- Working with Reports
- Personal Settings

Cost:

This two-day event is charged at £2,400 plus expenses for a class of eight.

Project Online Administration Training

Course Description:

The goal of this two-day instructor-led course is to provide students with the knowledge and skills necessary to effectively administer Microsoft Project Online on a day-to-day basis.

Course Objectives:

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

- Explain the administration interface of Project Online
- Understand the data customisation facilities of the tool and maintain data items on an ongoing basis
- Manage the resource pool
- Manage enterprise calendars
- Create, maintain and manage views
- Understand the configuration of time and task update facilities
- Manage SharePoint project sites
- Understand workflow concepts and trouble shoot workflows
- Work with schedule templates
- Manage the security settings of the tool and enrol users
- Perform day-to-day administration tasks such as checking in projects, deleting of unwanted objects, assigning project ownership
- Administer the PWA site collection
- Have awareness of OData reporting capabilities

Course Audience:

This course is intended for people who own the administration of Project Online within their organisation. These individuals are involved in or responsible for maintaining and trouble-shooting the solution as well as supporting other users of Microsoft Project Online.

Agenda:

- Introduction and Project Online Overview
- Working with Enterprise Data
- Managing the Enterprise Resource Pool

- Look and Feel
- Time and Task Management
- Operational Policies
- Workflow and Project Detail Pages: Project Web App Settings
- Schedule Templates
- Security
- Project Online Day-To-Day Administration
- SharePoint Admin Center
- Reporting with Excel Using OData
- Closing

Cost:

This two-day event is charged at £2,400 plus expenses for a class of eight.

Service Pricing

The service budget for your deployment will be calculated based on these day rates:

Skills for the Information Age (SFIA) Rate Card

	Strategy & architecture	Business change	Solution development & implementation	Service management	Procurement & management support	Client interface
1. Follow			£430			
2. Assist			£550			
3. Apply			£675			
4. Enable			£850			
5. Ensure/Advise			£975			
6. Initiate/Influence			£1150			
7. Set Strategy/Inspire			£1380			

The specific quote for your deployment service will be supplied following an initial high level requirements discussion.

About Program Framework

Program Framework is a consulting firm specialising in the deployment of Portfolio, Programme & Project (PPM) control solutions powered by Microsoft technologies. Our background of experience is unsurpassed, having implemented Microsoft PPM systems for organisations in most private and public sectors.

Public Sector Customers

Our public sector practice has delivered many successful projects, with pioneering solutions such as:

- Capital programme governance solution for Environment Agency
- EU Exit planning for central government agency
- Wide variety of Microsoft Project PPM deployments for local councils and health authorities
- Large scale deployment and hosting of Microsoft PPM for a Dept. of Health national programme
- Estate maintenance planning and collaboration solution for Parliament
- IT portfolio governance at Ministry of Justice
- Numerous successful deployments for a variety of NHS organisations.

Public sector customers also benefit from our vast experience in the private sector, with customers from all industries. We have deployed some of the largest and most complex project delivery and collaboration solutions in the UK.

Please visit our website www.programframework.com/public-sector to find out more.

Microsoft Recognition

We are members of the Product Advisory Council for Project on invitation by Microsoft US, thereby contributing to the future direction of the product.

We are proud to have been awarded Microsoft Partner of the Year 2016 Finalist for Project and Portfolio Management in recognition of our Microsoft Project PPM implementation excellence.

We are equally proud to have won the Microsoft Partner of the Year accolade for Cloud Productivity in 2017.

The quality of our processes is proven and certified

Our ISO 9001 certification demonstrates that processes and systems we have in place meet the high standards set out by the International Organisation for Standardisation (ISO).