



Project Blue Belt® 2010

Dirigir Proyectos con Microsoft® Project Server2010

Salón de Clase Tradicional

Curso No. En proceso

Duración: 3 Días

Créditos: 21 PDUs / 2.1 CEUs

Salón de Clase Virtual

Curso No. En proceso

Duración: Seis sesiones de tres horas

Créditos: 18 PDUs / 1.8 CEUs

Prerrequisitos

Estar familiarizado con los conceptos clave y terminología de la dirección de proyectos, al igual que habilidades básicas de navegación en Windows y experiencia previa en la dirección de proyectos utilizando Microsoft Project. Se recomienda participar primero en el curso Project White Belt® 2010.

Nivel del Curso

Intermedio

Acerca de este Programa

Este curso esta enfocado tanto para directores de proyecto novatos como experimentados, o cualquier individuo responsable de dirigir proyectos, multiproyectos, programas, así como gestionar el Portfolio de Proyectos utilizando Project Server 2010. Los participantes deben estar involucrados o ser responsables de la programación, estimación, coordinación, control, presupuestación, y asignación de personal a los proyectos y de apoyo a los usuarios de Project Server 2010.

Quién Deberá Asistir

- Personas que quieren aprender más sobre el proceso de programación dinámica utilizando Microsoft® Project.
- Individuos en una ruta de carrera de dirección de proyectos que quieren mejorar sus habilidades de programación.
- Profesionales que están interesados en obtener la Certificación de IIL: Project Blue Belt 2010.
- Usuarios de versiones pasadas de Microsoft® Project Server que quieren actualizarse en esta nueva versión.
- Líderes de Proyecto, Gerentes funcionales, Miembros del equipo, Directores de Programas, Directores de Portfolio, personal de la Oficina de Proyectos, personal de TI de organizaciones que utilizan o requieren utilizar Project Server 2010.

Material Incluido

- Carpeta de Trabajo.
- Ejercicios para reforzar el aprendizaje.
- Acceso al ambiente virtual para práctica durante el curso.

Nota: Los cursos de Microsoft® Project también califican para las horas de capacitación requeridas para las certificaciones de PMP (Project Management Professional), CAPM (Certified Associate in Project Management), y PMI-SPI (Scheduling Professional); todas estas del PMI.

Los individuos que terminen este taller podrán:

- Identify the Projects Life Cycle and Manage it through workflows to the right level of Portfolio, Program and Project Management.
- Understand the Enterprise Project Management (EPM) Environment and its possibilities for different stakeholders.
- Apply the basic project management principles outlined in PMI's PMBOK® Guide – Fourth Edition to the Initiating, planning, executing, monitoring and controlling, and closing of your Project 2010 schedules.
- Consider concepts from other PMI Standards such as The Standard for Portfolio Management and The Standard for Program Management.

- Understand and take advantage of new features of Project Server 2010.
- Be proficient to use the new Portfolio Management feature to translate from strategic planning to select the correct projects, understand its importance and restrictions and take appropriate decisions.
- Exploit the communications features in the Project Server 2010 Views and Project Sites
- Optimize your schedule in order to meet deadlines and budget restrictions, while keeping the workloads of your resources within their available limits.
- Efficiently update your schedule during project execution so that you can continuously forecast the project cost, finish date and benefits.
- Create standard reports, custom views and Visual Reports for your projects that meet the needs of stakeholders.
- A brief look to the business intelligence potential
- Build and maintain consolidated schedules.
- Assess how well you've implemented the best practices of scheduling, established by IIL based on our research of thousands of real-life schedules.
- In general, you should feel very comfortable with Project Server 2010 and have a good understanding of how the tool functions behave. This knowledge will enable you to efficiently and effectively manage your project(s), programs, and portfolios.

Temario del Curso

Introduction

- Introduction
- Course materials
- IIL-Microsoft Project Certification Program
- Facilities
- About this course
- Prerequisites
- Course outline
- Virtual machine environment
- Demo – Accessing to the Virtual Machine Environment
- Introduction to the Course Business Scenario

Module 1: Getting Started with Microsoft Project Server 2010

- Module overview
- Describing the Enterprise Project Management Context
- Discovering Project Server 2010 (SharePoint)
- Differentiating the Users of Project Server 2010
- Working with Project Professional 2010 and Project Server 2010
- Module Recap

Module 2: Recognizing the Life Cycle within EMP Projects

- Module overview
- Reviewing the Project Life Cycle and Portfolio Management
- Originating a new initiative
- Prioritizing initiatives, analyzing scenarios, optimizing and selecting the Portfolio
- Module Recap

Module 3: Initiating Projects

- Module Overview
- Understanding initiating processes
- Differentiating the initiating processes in Project Professional 2010 and Project Web Application (PWA)
- Managing initiating processes by using Project Web Application

- Creating the project Workspace
- Module Recap

Module 4: Planning projects - scope and schedule management

- Module overview
- Planning context and framework
- Developing components of the scope management and schedule management plans
- Working with deliverables
- Module Recap

Module 5: Planning projects – staffing management plan

- Module overview
- Building a project team
- Managing resources availability
- Understanding the assignment cycle
- Resolve resource over allocation
- Module Recap

Module 6: Planning projects – cost management plan and performance measurement baseline

- Module overview
- Developing components of the cost management plan
- Setting, managing and updating the baseline
- Module Recap

Module 7: Managing the project Workspace

- Module overview
- The Workspace components
- Developing components of the risk management plan
- Developing components of the issues management plan
- Linking planning documents and using the team discussion feature
- To do lists and tasks in SharePoint
- Managing Web Parts in the Workspace
- Module Recap

Module 8: Executing projects

- Module overview
- Understanding executing processes
- Modify the project team
- Managing timesheets
- Managing administrative time
- Configuring personal settings
- Module Recap

Module 9: Monitoring and Controlling projects – Tracking task and project progress

- Module overview
- Understanding controlling processes
- Working with task progress and updates in Project Web Application
- Working with task progress by using Project Professional 2010
- Tracking and viewing task information by using Outlook 2010
- Module Recap



Module 10: Monitor and control projects – measuring performance and reporting progress

- Module overview
- Understanding the status report
- Reviewing performance metrics and progress reports
- Tracking Dashboards
- Business Intelligence Center
- Module Recap

Module 11: Closing projects

- Module overview
- Understanding the closing process
- Supporting the closing process
- Module Recap

Resumen y Cierre

- Examen de Microsoft® Project 2010 – Certificación IIL
- Resumen de los Objetivos de Aprendizaje

Nota: El curso “Project Blue Belt 2010” se libera a finales de Noviembre de 2011, por lo que el temario propuesto podrá sufrir cambios hasta esa fecha.