CROSWELL-SCHULTE
## Information Technology Consultants

INFORMATION TECHNOLOGY PLANNING AND MANAGEMENT TRAINING

Croswell-Schulte training in project planning and management covers a full range of project planning and management topics including critical concepts and methods—drawing on standards and best practices espoused by the Project Management Institute (PMI) and other standards and professional organizations. Training focuses on how these methods and practices are applied to information technology projects and programs. Specific topics include:

→ Strategic planning as a basis for project planning and execution

→ PMI Project management knowledge areas

→ Project Planning/Implementation Planning (dealing with creation of a task hierarchy, task relationships, etc.)

→ Project budgeting and financial management

→ Procurement and contract management associated with information technology projects

→ Risk management (as an element of project planning and monitoring)

→ Quality control and quality assurance focusing on established specifications and performance standards for project deliverables and services

→ Organization of project teams and customers with definition of resource requirements and roles in project execution, deliverable review, and oversight

→ Project communications and reporting

→ Project team management

We customize training sessions and materials based on the needs of our clients—using specific examples and exercise adapted to specific client programs and circumstances. Training formats include introductory and advanced courses carried out in single-day workshops or multi-day course formats. Training is provided with an unlimited license to re-use training materials and courseware inside the organization.

In addition to training on project planning and management methods and practices, we provide introductory and advanced sessions on the use of Microsoft Project © software. These sessions are offered either in a demonstration format or in interactive, hands-on software courses. Croswell-Schulte trainers cover a full range of Microsoft Project concepts and use of software tools.
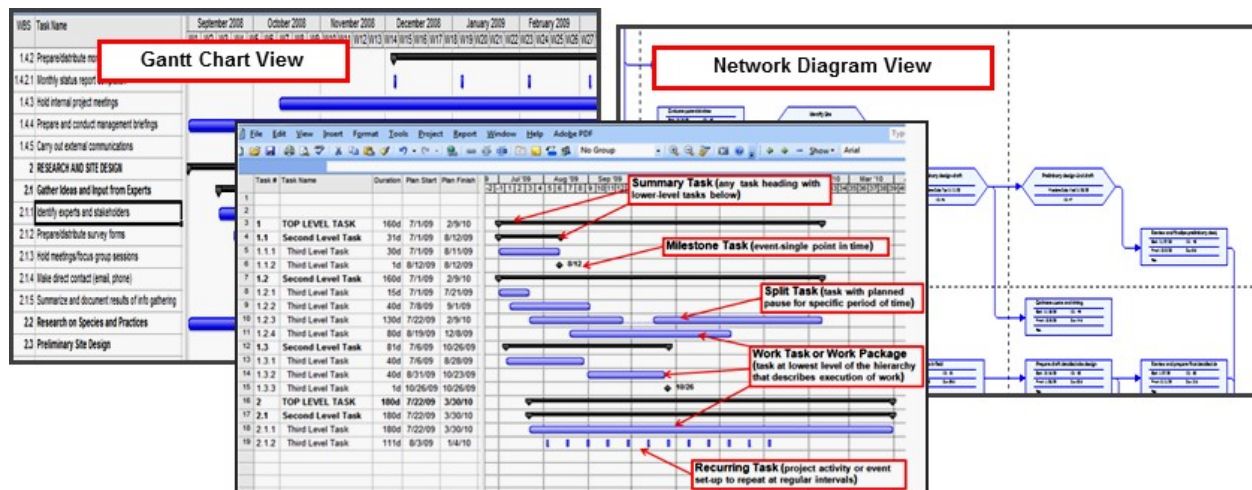
The software training includes:

- Familiarity of project terms and concepts necessary for effective use of Microsoft Project software (task types and hierarchy, project views, critical path, resources etc.)

- Setting up a project task hierarchy with task linkages (Predecessors)

- Defining task timing with appropriate use of MS Project timing controls (duration, predecessor lags and leads, timing constraints)

- How to use and modify Project views (Gantt, network diagram, calendar)

- Setting up task views through design and modification of MS Project tables

- Formatting task views (layout, fonts, colors, etc.)

- Task queries, sorting, and filtering

- Setting up resource matrices and assignment of resources to projects and specific tasks

- Resource assignment parameters and settings and impact on task timing

- Approaches and use of MS Project tools for report design and generation

- Export and integration of MS Project to external documents (Word, Excel, Outlook)

- Linking objects and hyperlinks to tasks

- Creating and managing subprojects

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