

TK-PRO

Informer

Project: MS Project Software Training for Project Managers

MS Project is one of the best-known tools for planning and controlling complex processes in Project Management. What are the most important criteria for a successful training?

I'm sure that most of us have experienced going to a Software Training and for three days, sitting there being dismayed by what's being presented, only to have the



trainer assure us that everything is documented in detail in the seminar binders. Well, for me the only success in this sort of training is the financial one for the consulting company.

My approach for a successful MS Project Training is very different and I can tell you, that over the last 10 years I have had plenty of opportunities to experience first-hand, how and when a software program can be used practically.

That's the sticking point as I see it. Software is not the central tool in Project Management, but an instrument to assist a Project Manager and when and where it can be used reasonably is the main point in my trainings. Point two is adapting it to the actual situation. The question hereby is: "What does a project manager do during the project and how can he best use the software to help him?" That's the main difference in my trainings, as a fellow project manager, I can side with the trainees, because I can identify with them and understand, where the problems lay in their daily work.

Your practical training really sounds like the right idea. But the question is: if you focus on daily problems, how can a central thread or a clear structure be the basis of the training? And finally, by the end of your training, should the trainees be able to use the software on their own and not have to call you, when a new problem occurs?

That's definitely a danger when you have such a high level of practical training, but that's also the reason why then, detailed questions come

up. Therefore I have developed a clear strategy, which includes a defined structure, as well as the requirements of the daily work.

Could you explain that in more detail?

I always start my software trainings with an analysis. "What does a project manager do during the project or during the project phases?" is the central question and that's especially important, because in the second step we have a close look, at which parts of the software best support the project manager in his daily work and the point is really the "support". This can only be the case, when input and output have a good proportion to each other. It's definitely possible to produce more work by using a software, when it's not clear, where the benefit for the practical work

lies, e.g. if I better use this function of the software or better not. In other words you have to get out of it, ten times more than the work you put in.

The third step works on the basic



TK-PRO Project Management

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settings of MS Project. That's the software focused part of the training. The objective of this step is to provide a sound and complete basis for the whole duration of the project. When using this program, it is of paramount importance to perform the right steps at the beginning, following the principle that: nothing is just clear, if it is not clearly documented. And last but not least we work on the trainees' actual projects, to enable them to put their new knowledge into practice as soon as the training ends. When training doesn't achieve that, the participants go back to work and need a week to find out how they can best implement the technique they have just learned, in their daily work.

Due to my experiences as a project manager I am able to use my own case studies in these exercises, but I am also able to adapt spontaneously, to best suit my client company's actual projects. A special challenge, but that's when the real fun starts.

So I don't have to go to the software survival training after attending a MS Project training with TK-PRO? You can do that. But seriously.

Normally you start catching the chickens again...

... the chickens...?

... you don't know the essential



principle of "successful" Project Management? "We don't have time to repair the fence, we have to catch the chickens". That's the practice in many cases. Therefore the design of my trainings allows catching the chickens immediately but also allows you to work on the fence. If you have to fiddle around too long in your daily work, the chickens are gone.

The question "What's the status of

my project" can then be answered satisfactorily with the help of MS Project. This package has proven useful for my clients in the past, confirmed also by excellent feedback by the trainees.

Facts +++ Facts +++ Facts +++

Software training from the point of view of the project manager

How can the software support the project manager without costing just time?

Establishing a sound base in MS Project

Practical training and exercising on all topics on actual company projects or a complex case study

Understanding and exercising of all important functions of MS Project by Project Managers.

Training participants to track and control their projects by means of MS Project

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and for the little **hassles** in-between



For risks and side effects please consult your superior or managing director



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