

PROJECTLINK TRAINING

Courses

ProjectLink courses are based on the principles and standards defined in the Project Management Institute's (PMI®) A Guide to the Project Management Body of Knowledge (PMBOK® Guide). Course material also includes perspectives from internationally recognized project management experts, such as Harold Kerzner, KimHeldman, RoryBurke, and OliverF. Lehmann.

Courses have specifically been designed to empower project managers and project team members to apply project management skills and tools on a day-to-day basis in a project environment. In addition courses focus on preparing project managers and project team members to obtain international project management certifications, and to maintain these certifications.

ProjectLink also designs and presents client-specific courses on demand.

PLCT001: THE APPLIED PROJECT MANAGEMENT (APM) COURSE

A two-day course that serves as an introduction to project management. The course focuses on introducing the PMBOK® Guide and establishes a common understanding of what project management is. It also lays the foundation for obtaining the PMI®'s Certified Associate in Project Management (CAPM®) certification, and the Project Management Professional (PMP®) certification.

The course covers the following:

- Foundational project management theory
- Project selection techniques
- Project chartering
- Project scoping
- Project scheduling
- Project budgeting
- Project risk management
- Project monitoring and controlling
- Project closure

KEY FEATURES

ALIGNMENT TO INTERNATIONAL STANDARDS

Aligned with principles and standards as stipulated in the PMI®'s PMBOK® Guide

HANDS ON PROJECT MANAGEMENT

Empowers individuals to possess hands-on project management skills and tools, in addition to providing project management theory

PROJECT MANAGEMENT CERTIFICATION

Focuses on preparing for and maintaining of international project management certifications through the PMI®

CLIENT SPECIFIC COURSES

Project management courses for client-specific needs are designed and presented on demand

**PLCT002:
THE CERTIFIED ASSOCIATE IN PROJECT
MANAGEMENT (CAPM®) CERTIFICATION COURSE**

This course is presented over a three month period (one evening class per week for twelve weeks). It is presented to candidates that are eligible for taking the CAPM® certification examination.

The course covers the following:

- Project Initiating Process Group
- Project Planning Process Group
- Project Executing Process Group
- Project Monitoring and Controlling Process Group
- Project Closing Process Group
- Professional and Social Responsibility

**PLCT003:
THE PROJECT MANAGEMENT PROFESSIONAL
(PMP®) CERTIFICATION COURSE**

This course is presented over a three month period (one evening class per week for twelve weeks). It is presented to candidates that are eligible for taking the PMP® certification examination. The level of detail and complexity is higher than that for the CAPM® course.

The course covers the following:

- Project Initiating Process Group
- Project Planning Process Group
- Project Executing Process Group
- Project Monitoring and Controlling Process Group
- Project Closing Process Group
- Professional and Social Responsibility

**PLCT004:
MICROSOFT® OFFICE PROJECT 2007 COURSE**

A three day course that gives delegates a working knowledge of the essential techniques that are used to create and control project schedules, using Microsoft® Office Project 2007.

The course covers the following:

- Microsoft® Office 2007 Project Basics
- Creating a Project
- Defining Project Resources and Costs
- Assigning and Scheduling Resources and Costs
- Tracking Project Progress
- Communication
- Project Closure
- Master Schedules

“Courses have specifically been designed to empower project managers and project team members to apply project management skills and tools on a day-to-day basis in a project environment”

PLCT005: EARNED VALUE MANAGEMENT COURSE

A two day course (with an additional 3 hour examination), that empowers delegates to control projects using Earned Value Management.

The course covers the following:

- The principles of Earned Value Management
- Developing a project plan that supports Earned Value Management
- Collecting Earned Value Management data
- Applying Earned Value Management formulae
- Interpreting Earned Value Management results

PLCT006: MICROSOFT® OFFICE PROJECT SERVER 2007 (PWA) COURSE

A two day course providing the delegates with a complete overview of the collaboration features and functionality included within the Microsoft Office Project EPM 2007 environment and the related Web Access components.

The course covers the following:

- Overview of the EPM solution
- Connecting to Project Server
- Navigating in Project Web Access
- Working with tasks and timesheets
- Managing projects
- Managing resources
- Reporting in Project Web Access
- Managing approvals
- Collaboration with project teams

PLCT007: MICROSOFT® OFFICE PROJECT SERVER 2007 ADMINISTRATION COURSE

A two day course aiming to provide Project Server Administrators with the knowledge to manage a number of tasks in Microsoft Office Project Web Access so that users of Project Web Access and Microsoft Office Project Professional can access and interact effectively with project data.

The course covers the following:

- Overview of the EPM solution
- Navigating in Project Web Access
- Managing users and groups.
- Managing Project Server security
- Customizing enterprise data
- Database administration
- Managing look and feel
- Working with the OLAP cube
- Managing time and task Settings
- Manage the queue services
- Operational policies

Please contact us for more information on these course

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