

ECCC SYLLABUS

MODULE: **PI M14** PLANNING AND TRACKING OF BUSINESS

The scope of the exam consists of theoretical issues related to project management methodologies and practical issues concerning the planning and tracking work using ICT tools.

COMPETENCE GROUP	COMPETENCE WITHIN ECCC STANDARDS
1. Basics	<ul style="list-style-type: none"> 1.1. The concept and features of the project (the project). 1.2. The success of the project - definition, feasibility, problems. Types of projects and their impact on the conditions for implementing projects. 1.3. The cycle of the project. The main phases and tasks. 1.4. Organisational structure of the project. Roles and responsibilities of its elements: the Steering Committee, Director, Office of the Project, Task Forces, the Quality Assurance team. 1.5. Project management. Management styles.
2. Project Management Methodology	<ul style="list-style-type: none"> 2.1. Classical methodology and their characteristics. PMI and Prince2 methodologies. 2.2. Agile Methodologies: MSF, Scrum, RUP. 2.3. The implementing project management methodology. Characteristics of an implementation projects. The organizational structure of a project implementation. 2.4. Place of planning and tracking projects in the methodologies of management projects.
3. Planning the project time	<ul style="list-style-type: none"> 3.1. Objectives of the project and methods to achieve them. Plan project. 3.2. The structure of division of labor in the project. Methods to separate phases, tasks and activities. Checkpoints. 3.3. The schedule and method of its presentation. Gantt charts. Network system status. Critical path method.. 3.4. Defining tasks. Estimating the duration of the task. Units of time. Cyclic Tasks. 3.5. Determining the relationships between tasks. Predecessors and successors. Types of relationships. Delay. 3.6. Calendars in the project: definition, usage. 3.7. Advanced Task parameters: limit, deadline, job type, a calendar of implementation . 3.8. Analysis of the critical path. Visualization of critical tasks. Analysis of the possibility of shortening the duration of the project. Reporting timetable for harmonization.
4. Enterprise resource planning	<ul style="list-style-type: none"> 4.1. Concept and types of resources. Parameters of the resource. 4.2. Cost rate tables. 4.3. Periods of resource availability and their visualization. 4.4. Allocation of resources to the task. Types of assignment. Redistribution. 4.5. Burden on resources. Conflicts, their detection, analysis and bal-

COMPETENCE GROUP	COMPETENCE WITHIN ECCC STANDARDS
5. Managing the process of implementation and completion of a project	<p>ance-sheet financing. Chart resources.</p> <p>4.6. The budget of the project. Cost Reports. Cash flow report.</p> <p>5.1. Saving a baseline plan. Publishing project information on the Web.</p> <p>5.2. Tracking progress. Tracking method. Includes information on the progress of the project.</p> <p>5.3. Checking Progress: variation and earned value method.</p> <p>5.4. Detecting problems - implementation and deviations reporting.</p> <p>5.5. Modifying the project plan..</p> <p>5.6. Closing the project.</p> <p>5.7. Settlement of the project. Reporting the actual costs of project.</p> <p>5.8. Gathering information about the progress of the project.</p>
6. Elements of Project portfolio management	<p>6.1. Center projects and resources. Common pool resources and shared resources.</p> <p>6.2. Inserting subprojects.</p> <p>6.3. Analysis of a package of projects. Reports on the state.</p> <p>6.4. Request and update progress.</p> <p>6.5. Manage Items supplied.</p>

Preferred environment for the implementation of tasks:

- Microsoft Project 2007 i Microsoft Project Server