

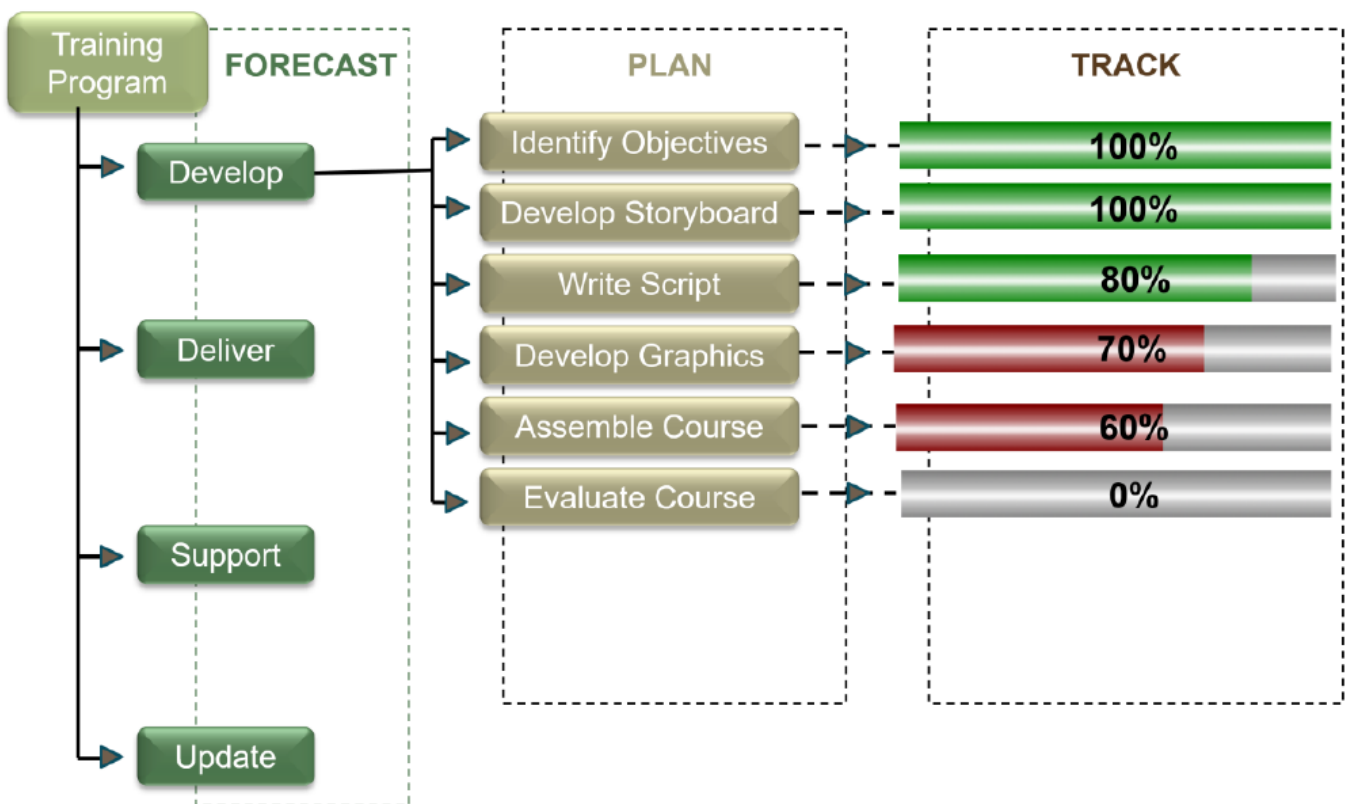


ADVISOR Series

How to Leverage ADVISOR Capabilities 7 of 9

Needs Analysis Design Fidelity Resources **Management** Performance Life Cycle

Project Management: To keep projects on time and within budget. Achieved through the development of realistic project plans. The plan evolves by setting-up phases and tasks; identifying critical paths, milestones, dependencies, and constraints; assigning personnel and resources; and monitoring progress in real time. In addition to anticipating potential problems, and facilitating the implementation of corrective measures, ADVISOR improves resource allocation by tracking the utilization rates of personnel and resources.





Step 1.

Project Scope

Objective

Define project requirements - i.e., the end results, or deliverables. Scope of training project is defined by course objectives; length; trainee's throughput; quality & frequency of graphics, audio & video; display, control, hardware, system, motion, audio & visual fidelity; delivery media, etc. Process unfolds as follows:

- Define project objectives
- Specify project start date
- Link project to course analysis

Inputs

- ✓ Course Analysis
- ✓ Training Plan
- ✓ Course Frequency
- ✓ Quality & frequency of graphics, audio & video
- ✓ Display, control, hardware, system, motion, audio & visual fidelity

Outputs

- ✓ Project Scope

Step 2.

Cost, Personnel & Resource Analysis

Objective

Cost, personnel & resource requirements of training programs can be forecasted based on course length; throughput; instructor to trainee ratio; attrition rate; delivery media; development ratios; rates of developers, managers, administrators, instructors, support & maintenance staff; and so forth. Process unfolds as follows:

- Conduct media analysis
- Forecast costs, personnel & resource requirements

Inputs

- ✓ Course Analysis
- ✓ Cost Analysis
- ✓ Training Plan
- ✓ Course Frequency
- ✓ Personnel & Resource Requirements

Outputs

- ✓ Rough Order Magnitude (ROM) estimate of effort & cost for each project phase

Step 3.

Phase and Task Analysis

Objective

Divide project into phases and tasks. If Course Analysis is imported, phases & tasks are automatically set-up along with a ROM estimate of effort and cost for each. Process unfolds as follows:

- Import Course Analysis, if applicable
- Setup/Modify phases including effort and cost
- Add/Modify tasks within each phase including effort & cost
- Identify milestones

Inputs

- ✓ Course Analysis
- ✓ Cost Analysis
- ✓ Personnel & Resource Requirements
- ✓ Subject Matter Experts (SMEs)

Outputs

- ✓ Project Phases & Tasks
- ✓ Effort & cost for each Phase & Task
- ✓ Milestones



Step 4.

Dependency & Constraint Analysis

Objective

Identify tasks dependencies & constraints. Process unfolds as follows:

- Indicate dependencies among tasks - i.e., finish to start, start to start, finish to finish as well as lead or lag time
- Specify time constraints for each task. For example, finish no earlier then, finish no later then, must finish on, must start on, start no earlier then, start no later then, and so forth

Inputs

- ✓ Phases & Tasks
- ✓ Subject Matter Experts (SMEs)

Outputs

- ✓ Task Dependencies
- ✓ Task Constraints

Step 5.

Schedule Analysis

Objective

Specify the start & end date of each task. To maintain realistic project plan, dates validity should be assessed against dependencies & constraints. Process unfolds as follows:

- Run the auto generate schedule function to create a tentative schedule in line with dependencies & constraints
- Modify the start and end dates of each task as needed

Inputs

- ✓ Phases & Task
- ✓ Task Dependencies
- ✓ Task Constraints

Outputs

- ✓ Project Schedule

Step 6.

Personnel & Resource Analysis

Objective

Assign appropriate personnel & resources to tasks. Ensure that personnel have the prerequisite skills & attributes. Personnel & resources should also be available for desired time. Process unfolds as follows:

- Review personnel skills, attributes & availability
- Assign personnel for each task
- Review resources availability
- Assign resources for each task
- Notify personnel & resource managers of requirements; & request confirmation

Inputs

- ✓ Project Schedule
- ✓ Effort & cost allocated to each task
- ✓ Personnel skills, attributes & availability (schedule)
- ✓ Resource description & availability (schedule)

Outputs

- ✓ Preliminary Project Plan



Step 7.

Project Plan

Objective

Generate project plan. With timelines, personnel & resources in place, project plan can be generated for any time-period. The project completion date is based on tasks needed to produce deliverables; effort needed to complete each task & dependencies among tasks. Process unfolds as follows:

- Generate Project Plan Report
- Review & adjust as needed
- Approve Project Plan

Inputs

- ✓ Project Schedule
- ✓ Effort & cost allocated to each task
- ✓ Personnel skills, attributes & availability
- ✓ Personnel tasks acceptance
- ✓ Resource description & availability
- ✓ Confirmation of resource allocation

Outputs

- ✓ Final Project Plan

Step 8.

Monitor Progress

Objective

Monitor implementation. To effectively monitor progress, reports should be provided on regular intervals by each project team member. Progress reports should include hours worked; funds spent; % of work completed; as well as anticipated completion date. Process unfolds as follows:

- Review progress reports from each team member

Inputs

- ✓ Project Schedule
- ✓ Effort & cost allocated to each task
- ✓ Tasks dependencies & constraints

Outputs

- ✓ Progress Reports

Step 9.

Project Status

Objective

Keep project on time and within budget by analyzing progress reports. Identify tasks ahead or behind schedule by comparing hours worked, funds spent & % of tasks completed to project plan. Revise project plan accordingly. Process unfolds as follows:

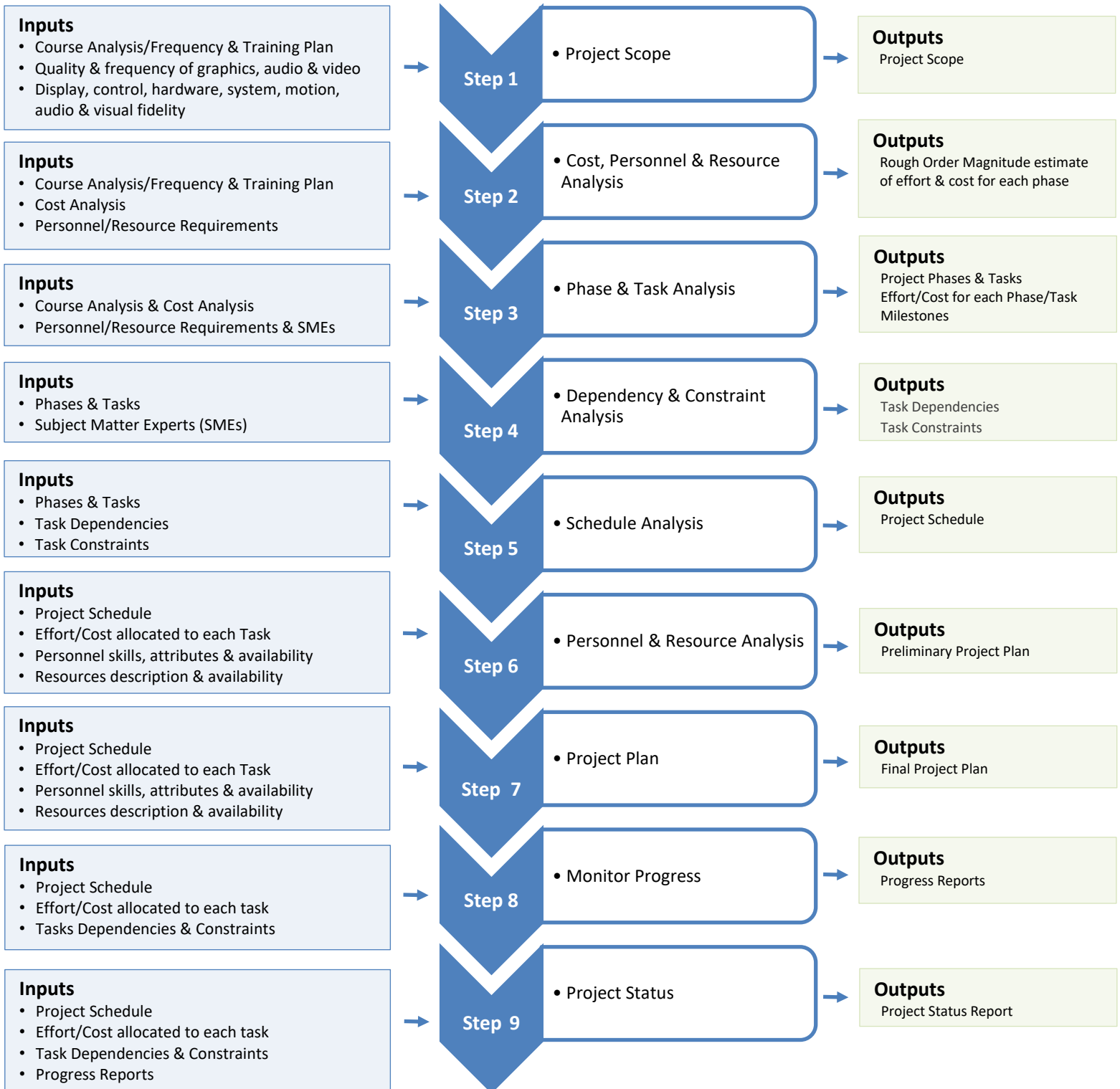
- Run Progress Analysis to Identify tasks ahead or behind schedule
- Assess impact on phases & project
- Approve completed work
- Revise Project Plan, as needed to keep project on time and within budget

Inputs

- ✓ Project Schedule
- ✓ Effort & cost allocated to each task
- ✓ Tasks dependencies & constraints
- ✓ Progress Reports

Output

- ✓ Project Status Report



**Contact us today to find out how we can assist you
streamline project management & drive training efficiency.**