

## MPM Training Overview

### I. Course Information

#### A. Basic Course

- 1) Conducted over Two Days
- 2) Covers General-Use Topics (see Agenda)
- 3) Includes 7 Exercises
  - Exercise 1 – Creating a Project and Entering MPM Data (WBS)
  - Exercise 2 – Entering MPM Data (Estimates)
  - Exercise 3 – Entering MPM Data (Earned Value Methods and Milestones)
  - Exercise 4 – Entering MPM Data (Imports)
  - Exercise 5 – Updating Earned Value
  - Exercise 6 – Analyzing Data in MPM
  - Exercise 7 – Reporting Data in MPM

#### B. Advanced Course

- 1) Conducted in One Day
- 2) Covers Advanced Features (see Agenda)
- 3) No Exercises – Free-form Demonstrations Used, As Necessary

### II. Basic Course Training Files

#### A. Training Uses Sample Project Files

- 1) Flow Organized Chronologically
- 2) Exercises Build on Each Other
- 3) Students Create 5 Separate Projects
- 4) Project Data Integrity Maintained by Instructor  
(Students Shown How to Unzip Existing Files to Ensure Everyone's Data is the Same)

#### B. Total Training Files Used

- 1) PowerPoint Presentation (~70 Pages)
- 2) Project Zip Files (5 Separate MPM Projects Saved at Various Stages)
- 3) Global Files (Used to Establish Initial Conditions)
- 4) MPM Exercises (7 Separate MS Word Documents)
- 5) Other Files (Miscellaneous Files – Data and MPM System Files)

## MPM Basic Training Course Agenda – 2 Days (Includes 7 Exercises)

### I. Creating Global Information

- A. Maintaining Global Sets
- B. Creating Fiscal and Holiday Calendars
- C. Defining Elements of Cost and Classes of Cost
- D. Defining Burdens (Overheads, G&As, COMs, and Fees)
- E. Grouping Burdens into Burden Templates
- F. Defining Resources

### II. Preparing Projects

- A. Creating and Managing Projects
- B. Overview of the Organizational Breakdown Structure (OBS)
- C. Overview of the Contract Line Item Number (CLIN) Table
- D. Creating the WBS (Exercise 1)

### III. Planning and Updating the Project

- A. Overview of the Integrated Planning Module
- B. Estimating the Baseline (Exercise 2)
- C. Managing the Program Log
- D. Entering Earned Value Data (Exercise 3)
- E. Updating Data Using Imports (Exercise 4)
- D. Statusing Earned Value Data (Exercise 5)
- G. Updating Actuals

### IV. Reporting and Analyzing the Results

- A. Analyzing EVMS Data Graphically (Exercise 6)
- B. Overview of Reporting Structure
- C. Generating Reports (Exercise 7)

### V. Other Information

- A. Overview of Spread Curves
- B. Overview of Project Maintenance Utilities
- C. Overview of the Estimates to Complete (ETC) Module
- D. Overview of Estimating Utilities
- F. Overview of Exports
- G. Overview of Batch Processing

## MPM Advanced Training Course Agenda – 1 Day (No Exercises)

### I. Technical Information

- A. Understanding MPM Version Differences
- B. Recognizing MPM Installation Issues
- C. Understanding System File Structures
- D. Converting MPM Files

### II. Advanced Global Information

- A. Understanding Global Set File Structures
- B. Creating Custom Spread Curves
- C. Creating and Maintaining User Security

### III. Advanced Project Information

- A. Understanding Project File Structures
- B. Managing Projects using the Project Maintenance Module
- C. Using WBS Utilities
- D. Using Estimating Utilities
- E. Deleting Project Data

### IV. Advanced Reporting Issues

- A. Understanding Report File Structures
- B. Creating Saved Reports
- C. Creating Batch Reports

### V. Advanced Importing Issues

- A. Understanding Import File Structures
- B. Creating Saved Imports
- C. Creating Batch Imports

### VI. Advanced Exporting Issues

- A. Understanding Exporting File Structures
- B. Creating Saved Exports
- C. Creating Batch Exports

### VI. Advanced Interfacing Issues

- A. Preparing Import Files (i.e., from SAP or Microsoft Project)
- B. Preparing Export Files (i.e., for Microsoft Excel)