Microsoft Project Classroom Facilitation

Objectives of the course:

This two-day hands-on course covers mapping Project Management processes on the MS Project interface, covering practical aspects of schedule development and how to develop, track and update project schedule using MS Project.

The course addresses the needs of customizing MS Project to meet the Project Manager's MIS needs like EVM metrics, customization of reports, etc. It is designed to expose the participants to the features of MSP so as to use it effectively to manage their projects with ease. Advanced features like integration with other Microsoft products, Multi projects and resource pooling, and customizing reports, views, etc. in the tool is also covered.

Advantages – On completion of this module, participants will be able to:

- Learn the hands on application of Project Management concepts using the tool
- How to report effectively to stakeholders
- Do's and Don'ts in preparing a plan

Duration and Structure of the course:

2 days Classroom facilitation with activities and sample projects to work upon

PDUs offered:

14 PDUs on successful completion of the training program (for certified PMPs)

Courseware Provided:

Participants will be given appropriate courseware containing exercises and faculty presentations.

Who can attend:

Project Managers, Project Leaders, Project Engineers, Project Assistants, Team Members, Administrators, Senior Officials, etc. involved in planning & implementation of projects from all sectors and disciplines

Course outline:

DAY 1

- Theme: Reading a Project Plan
- Theme: Developing a complete project plan for a Sample project
- Theme: Analysis of Critical Path Method
- Theme: Managing resource pool/calendars and customization
- Theme: Types of baselines, Baselining the project

DAY 2

- Theme: Tracking and updating project status
- Theme: Generating & Customization of reports
- Theme: Integrating with Microsoft Products
- Theme : Customization of views, tables
- Theme : Managing multiple projects

Requirements for onsite:

- Computer with minimum 4 GB RAM and equivalent processor for each participant
- Microsoft Project Client Software installed on the computers
- LCD projector, Whiteboard

For inquiry contact info@pmsoft.com