

## Microsoft Project Live Online

### Objectives of the course:

This course covers mapping Project Management processes with *A Guide to the Project Management Body Of Knowledge(PMBOK® Guide)- Fifth Edition, Project Management Institute, Inc., 2013* on the MS Project interface, covering practical aspects of schedule development and how to develop, track and update project schedule using MS Project 2010.

Advantages:

- 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:

LIVE, Online training along with e learning support from PMSOFT website.

- 6 Live Online sessions on consecutive weekends (Every live session is of 2 hours)

### E-Learning Courseware Provided:

- 90 days access to PMSOFT E-Learning Portal containing
- Practice Case study
- Reading material

### PDUs offered:

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

### Who can attend?:

Project Managers, Project Leaders and Delivery Managers, who use Microsoft Project on a day-to-day basis to schedule and manage Projects.

### Course outline:

- 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, Baselineing the project
- 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

### **System Requirement**

- Personal Computer (Desktop or Laptop) per participant with at least 4 GB RAM and equivalent processor
- MS Project Client software installed on the machine
- Minimum 512 Kbps broadband internet connection
- Headset and Mic

Contact us for more information at [info@pmssoft.com](mailto:info@pmssoft.com)

