

Duration 1 Day

## OVERVIEW



This powerful and practical workshop is facilitated by experts and is designed to provide participants with the essential knowledge and skills for planning, scheduling, tracking, controlling and reporting on their projects in Microsoft Project 2010.

These skills will be able to be put to immediate and practical use at the completion of the programme. The workshop refers to various source materials and draws upon the research and experience of the PMPartners group's extensive involvement in managing projects.

## WORKSHOP OBJECTIVE

Microsoft Project 2010 Essentials is a one day fast-paced and intensive course, which follows a case study (which may be customised to suit your project environment), and while designed for maximising productivity through the use of Microsoft Project 2010 as a tool, positions sound project management skills at its core.

## TARGET AUDIENCE

This workshop is designed for:

- Project managers, team members and service managers seeking an elevated level of proficiency in the management of their projects through the use of available software tools for project scheduling and control.

## PREREQUISITES

As this is an introductory to intermediate programme, there are no requirements for previous experience with Microsoft Project, although basic PC and software skills would be advantageous. A fundamental competence, however, in operating Microsoft Windows is essential for this fast-paced course.

## LEARNING OUTCOMES & FACILITATION

Successful completion of this workshop will provide participants with the following:

- An overview understanding of what Microsoft Project 2010 is and what it is *not*, incorporating a fundamental understanding of the 'relational database'.
- Effective and accurate scheduling in Microsoft Project 2010, by the use of constraints and critical milestones.
- A fundamental understanding of resource scheduling and management, identifying over-allocated resources and performing basic levelling functions.
- Ability to establish and maintain tight control over projects - baselining the plan and performing tracking functions for reliable status reporting.
- Disciplines in realigning projects to reach critical milestones.
- An introduction to the variety of Project progress reporting capabilities in Microsoft Project 2010.
- Set up checklists to help speed you on your way.
- Keyboard shortcuts and command mapping to save you time.

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### 7 PROFESSIONAL DEVELOPMENT UNITS (PDUs) AWARDED



### DELIVERY

PM-Partners group is a Global PMI (Project Management Institute) Registered Education Provider.

Participants who have been awarded the Project Management Professional Certification (PMP®) by the Project Management Institute are eligible to earn 7 PDUs for their participation in this workshop.

Participants receive a comprehensive Microsoft Project 2010 Essentials manual, which performs two functions:

- Reference during the course, containing information and exercise scenarios on the what, when, how, why and what if... of Microsoft Project 2010.
- An ongoing resource, which may be kept on hand for future reference when using the software, and or encountering difficulties.

A Case Study Guide is provided (in the case that a custom project is not being utilised), from which a project will be built, in a progressive and practical manner during the workshop.

Workshops can be conducted onsite or at our training premises. Participants may call upon our consultants for free telephone consultation/advice for 60 days after workshop completion to reinforce the education and assist with the use of Microsoft Project 2010 in the work environment.

### ASSESSMENT/ASSIGNMENTS

Assessment of competence is established by observation of contribution and participation during case study exercises and group discussion.

Follow-up assignments are not part of this workshop offering, but may be designed and conducted upon request.

### OPTIONS & CUSTOMISATION

Optional training modules can be added to this workshop:

- Additional day to cover other, more advanced aspects of Microsoft Project 2010 or Project Management topics.
- Other options available upon request.

This workshop can be cost effectively customised to your business environment using a project scenario from your workplace.

### NEXT STEPS

- Microsoft EPM Project Server
  - Learn about and explore the many features and business benefits of Project Server.
  - Microsoft Project Server Implementation. Learn how to implement, configure, and support Microsoft Project and Microsoft Project Server within your enterprise.

## Workshop Content Summary

- Introducing the software and relational database concepts
- Exploring Views and Navigation Techniques
- Working with Base Calendars
- Using Project Information and Properties
- Working with Tasks – Creating the Work Breakdown Structure (WBS)
  - Creating Deliverables and Summary Tasks
  - Entering Sub-Tasks
  - Defining Duration
  - Creating Milestones
  - Creating an outline, from which to expand and collapse schedule detail levels
- Understanding and formatting the Critical Path
- Establishing Task Dependencies
- Extracting information from your projects
- Customising Tables and Filters
- Formatting your Project
- Working with Resources and Assignments
  - Managing Resource Over-allocations
- Project Control
  - Baselining your Project
  - Performing Project Tracking Functions
  - Reporting and Printing

For participants who have used earlier versions of the Microsoft Project tool, the facilitator will outline the changes. These differences are also highlighted and described within the materials provided.