

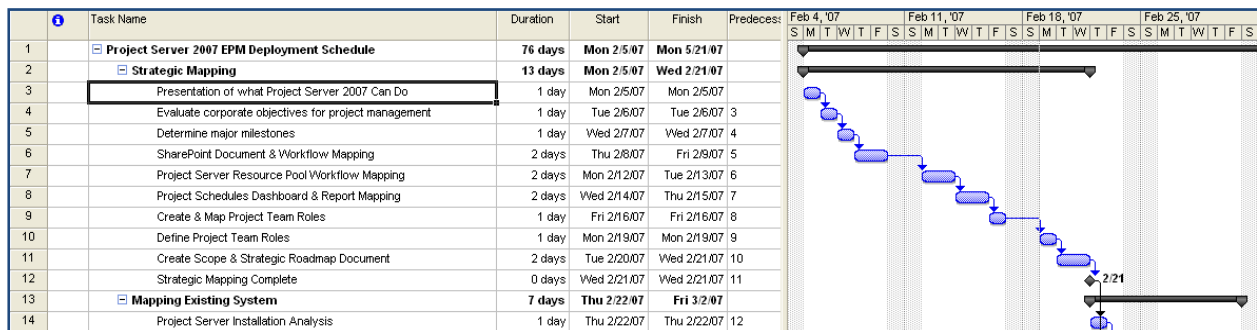
# MANAGING PROJECTS WITH MICROSOFT® PROJECT PROFESSIONAL

*How to use Microsoft® Project Professional to create and manage project schedules*

Course	Target Audience	Days
<b>Managing Projects with Microsoft® Project Professional 2003 or 2007</b>  <i>How to use MS Project to create and manage project schedules</i>	Project managers, schedulers	2 days

## Course Description

This course teaches participants how to use Microsoft Project Professional to successfully create, track, manage, and modify project schedules and resource pools. Participants will be introduced to industry best practices, tips and tricks for working with MS Project Professional. Our hands-on training is extremely practical and gives participants confidence to work with this very powerful, but often misunderstood and poorly used, project management tool.



## Learning Objectives

- Create, manage, and update effective project schedules
- Create and manage resources, resource pools and assignments
- Learn the do's and don'ts of working with Microsoft® Project Professional
- Create useful views for tracking, dashboards, printing, task usage, etc.
- Formatting tricks for automating critical path tracking
- Use reporting functions more effectively

## Who should to take this course?

Project managers, project team members, project schedulers . . . and anyone who has used Microsoft® Project Professional and had a hard time getting it to do what they wanted

## Tools and Templates

Course participants receive a course manual and CD with tools and templates for key project management communications, analysis and reporting processes.

## Course Outline

### Day 1

#### Effective Use of Microsoft Project

- MS Project Overview
- Avoiding the pitfalls of working with MS Project
- Creating project schedules, segments, milestones
- Creating task relationships & dependencies
- Setting task constraints and outlining

#### Applying Resources and Calendars

- Creating and utilizing resource pools
- Applying layers of calendars
- Utilizing project views
- Formatting schedule layouts
- Utilizing project reports
- Understanding printing

### Day 2

#### Customizing for Better Management Results

- Using filters, tables, details and groups
- Creating views, filters, tables, and groups
- MS Project scheduling methodologies

- Utilizing effort-driven scheduling

#### Managing and Tracking of Projects

- Utilizing scheduling methods to shorten the critical path of a project
- Utilizing MS Project Tools and Views to resolve resource conflicts
- Advanced resource scheduling techniques
- Managing costs, tracking baselines
- Tracking completion of actual work between tasks and resources
- Applying resource contours for forecasting and analyzing resource availability
- Managing and viewing planned and actual durations, costs and schedules

#### Working with External Data & Applications

- Linking data between applications
- Importing & exporting data
- Hyperlinking and web pages
- Utilizing business analysis templates