

MS Project For Managing Projects

Learn how to use this industry standard tool to successfully manage projects, programs, and multiple tasks
- facilitated by project management industry experts providing real world experience on using this application

For all skill levels of managers, project managers, IT project managers, program managers, supervisors, project coordinators, project team members, stakeholders, and senior managers who want to learn how to use MS Project for managing their programs, projects, and workload.

Dates: 2 days

Location:

Price

PDU: 15 PDU

Workshop Code:

What the Workshop Provides

MS Project is a powerful industry standard software tool than can help you manage projects, programs, and multiple tasks. This course provides comprehensive training covering the skills required to create a project plan, identify tasks, assign resources to tasks, create a project calendar, and create custom reports to monitor progress using different views to track budgets, schedule, and task status. You also learn how to create project plan templates that you can reuse on other projects and tasks, which significantly improves your organization's efficiency. All course content is compliant with the project management theory, practices, and standards of the Project Management Institute. Students are provided with best practices along with plenty of real life project management examples of their application all in a hand-on interactive format to enhance learning.

What Participants Learn

Skills that enable you to :

- Create project plans and templates
- Define activities, costs, risks, scope
- Assign resources, manage allocations
- Optimize plans to finish on time
- Track, record progress, record updates
- Gauge performance, identify problems
- Create a customized table, view, graphical indicators, and reports
- Link and manage multiple projects

Workshop Format

This hands-on workshop includes instruction and student exercises that reinforce the learning of tools and best practices presented in the workshop. Participant receives:

- Three full days of instruction
- Comprehensive course binder
- Certificate of completion

Topics Covered

- 1. Introduction to MS Project**
The MS Project Screen
Using the Ask a Question Box
Standard & Formatting Toolbar
Task Panes
Opening & Closing Microsoft Project
View Bar
Project Guide
Creating a new project
Using templates
- 2. Create a Project Plan File**
Create a Project Plan File
Create/ Assign a Project Calendar
Entering Tasks to the Project Plan
Project Summary Tasks
Entering Recurring Tasks
Task Duration Estimates
Milestones
- 3. Project Work Breakdown Structure**
Identifying Project Tasks
Task Linkages and Dependencies
Task Deliverables
Task Constraints
Set a Task Deadline
- 4. Assigning Resources to Tasks**
Create Resources
Create a Resource Calendar
Assign Resources
Adding / Removing Resources
Resolving Task Resource Conflicts
- 5. Create the Project Plan Baseline**
Create a graphical view of schedule
View the Critical Path
Adjusting the Project Duration
Set a Baseline
- 6. Monitor/Update Project Plan**
Enter Progress Information
View Project Plan Progress
View Task Progress
View Resource Usage
Filtering Tasks
Save an Interim Project Plan
- 7. Create and Customize Reports**
Overview Reports
Resource Activity Reports
Assignment Reports
Workload Reports
Modify Report Header / Footer
Modify a Report Margins
Print a Custom Report
Hyperlinks to Documents
- 8. Creating Project Plan Template**
Create a Custom Templates
Create Custom Views
Share Resources
Create a Master Project Plan
Sharing Project Plan Templates with other Projects
- 9. Importing/Exporting Project Plan Data**
Import a Task Lists from Excel
Create a Custom Import Map
Export Project Plan Cost Data to Other Applications
- 10. Managing Multiple Projects and Programs of Work**
Create a Master Plan for Multiple Projects
Linkages between Projects
Create a Custom Views to Track



**Earn PDU Credits from
Project Management Institute**

NPM is a Registered Educational Provider of the Project Management Institute. All workshops qualify for PDU credits from PMI.

On-Site Training

We also offer on-site training for this workshop. If you want to train 10 or more staff, we can provide your own in-house customized workshop at affordable group rates.

To Register for this workshop

Call (866) 464 4834
Web www.nationalpm.net

More Information

Call (866) 464 4834
Email mail@nationalpm.net