This course covers everything you need to know to get started with this sophisticated scheduling tool. Learn how to effectively plan, track, and report using Work Breakdown Structures, Critical Path Analysis, and Resource Management techniques. This interactive course is designed to deliver comprehensive Microsoft Project training covering a variety of topics focused on developing real-world skills that participants can use to manage their projects and use Project day to day.
Course Name: Microsoft Project Made Easy!

Course Objectives:
At the conclusion of this course attendees will be able to:

- Identify the basics of Project Management as they relate to using Microsoft Project
- Utilize best-practice techniques and Project’s scheduling engine for building and developing project schedules
- Apply key components of Project including Critical Path Analysis for schedule development
- Work with tasks, resources and assignments to plan, analyze, and track project progress

Course Summary

**Building Project Schedules**
Create a Work Breakdown Structure
Produce schedules using basic types of task relationships
Compress and optimize schedules

**Manage Resources**
Appreciate the basics of resource management in MS Project
Solve resource related problems using MS Project
Resolve resource conflicts

**Interact as a Project Manager**
Develop project views
Create Excel, PowerPoint and HTML views
Communicate with team members

**Keep Projects on Track**
Accurately represent project status
Aggressively get projects back on track

Course Length: 8 Hours
On-Line Format: Two 1/2 Day Sessions
On-Premise Format: One Full Day Session
8 PDU’s

Contact Us

Call PM Providers to schedule an on-premise class for your up-and-coming Project Managers today!

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The Team Planner
Executing Process
Working with Visual Reports
Controlling Process
Tracking Actual Progress
Performance Reporting
Communicating Project Information
Administrative Closure

This course also includes PM Provider’s exclusive Microsoft Project Made Easy Workbook!

Plus Interactive Case Studies & Microsoft Project Field Reference Guide!