MICROSOFT PROJECT® ADVANCED WORKSHOP

COURSE CODE

4102

COURSE COSTS

contact us for details

DURATION & LOCATION

1 day

DEVELOPMENT UNITS

PRE-REQUISITES

You will need some basic Microsoft Project® skills before you attend.

AUDIENCE

Everyone involved in scheduling project tasks with access to Microsoft Project® including project and program managers, schedulers, sponsors and key stakeholders – indeed anyone with an interest in keeping the schedule on track!

DESCRIPTION

This course is designed to provide participants, who have some experience in Microsoft Project®, with all the necessary tools and techniques required to run simple as well as large, complex projects and programs of work. This is a practical hands-on workshop focused on improving your basic scheduling skills while demonstrating the more advanced features of the software.

KEY LEARNING OBJECTIVES

- Use simple, best practice techniques to improve your schedule
- Develop standard templates
- Implement estimating techniques
- Manage multiple projects and programs
- Create resource pools
- Customise the application
- Produce tailored reports
- Manage variations from your baseline
- Apply Earned Value techniques
- Import and export data