Microsoft Project 2007/2010 Training

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Course#:PM-12
Duration:2 Days
Price:0.00
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Course Description

Project Managers these days have to handle multiple, time demanding projects while ensuring unfailing quality and sticking to timelines and budgets. They therefore need tools that will enable them to carry out tasks such as developing initial forecasts, handling change, tracking and controlling project commitments, effectively communicating and reporting the projects delivery status and assigning resources and requirements with ease and accuracy.

Microsoft Project allows them to follow a disciplined approach to project planning by offering tools that allow efficient assembly and tracking of projects, and enabling project managers to plan schedules, estimate task durations, and identify relationships or dependencies between tasks. These activities thus allow one to track and rectify any slippages that may occur during the course of the project. Our workshop on MS Project 2007-10 walks participants through industry best practices and prepares them to face on the job challenges and lead projects to success.

Objectives

Create and define project goals with MS Project

Learn to stay within budgets and time requirements

Calculate and forecast dates in forecast model

Monitor and prioritize tasks

Identify and set relationships or dependencies between tasks

Manage multiple projects simultaneously

Track project progressand share them with stakeholders

Manage multiple projects simultaneously from inception to completion

Audience

Prerequisites

There are no prerequisites for attending this course.

On successful completion of the course, you will receive a Course Completion Certificate from KnowledgeHut with Credits (1 credit per hour of training).

Content

Day 1

Project Management Concepts

Introduction to MS Project

Formulating a Task List

Activity 1

Allocating, Documenting and Setting up Resources

Formatting and Printing Your Plan Using Gantt Charts

Activity 2

Tracking Project Progress

Detailing Tasks, Resources and Assignments

Detailing Project Plans

Day 2

Printing and Sharing Project Details

Activity 3

Tracking Time and Progress on Tasks and Assignments

Reporting Project Status

Rescheduling and Getting Your Project Back on Track

Formatting Gantt Chart, Network Diagram and Calendar views

Activity 4

Measuring Performances against indicators