



WorkingSm@rt[®]

MICROSOFT
+ Project

Who Should Attend:

Anyone who is responsible for monitoring the execution of a project and/or have multiple projects to administer.

Format:

- 1-day workshop

Prerequisites:

- Comfortable with Windows operating system
- Familiarity with Microsoft Project, or at least Microsoft Excel, is recommended

Related Training:

- Project Planning Breakthrough

Manage the complexities of multiple projects more efficiently and effectively

Carry out multiple project execution plans developed through the Project Planning Breakthroughs method accurately and effectively with Microsoft Project using common resource pools and external dependencies, along with detailed reporting and updating. Produce standard and customized reports, and develop a process for tracking and updating project plans.

This course will help you:

- Immediately improve the application of Microsoft Project to your own project workload
- Allocate and share resources, and resolve conflicts among them
- Produce reports of value, both in standard and customized formats
- Accurately monitor multiple projects through proven tracking and updating techniques

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Detailed Synopsis:

WorkingSm@rt® using Microsoft Project

Priority Management's WorkingSm@rt using Microsoft Project Workshop was developed for those who need to manage medium to large size projects. We will provide you with the knowledge, skills and tools to effectively manage those projects within the all too familiar interface of Microsoft Project. Managing your project work using this software will enhance your ability to stay in control of project task follow-ups, commitments and important deadlines.

Unit 1: Overview of Project Planning Framework and Tools

In this unit, we will discuss the challenges of managing project work. We will introduce you to the work that needs to get done before Microsoft project can be helpful.

Unit 2: Getting Started with Microsoft Project

You will look at the basic interface of MS Project, its main functionalities and commands. You will also look at creating and saving a new project file and how to use the different views of MS Project.

Unit 3: Setting-up Microsoft Project to Manage Projects

You will learn how to adjust the default settings to create a template that can serve your future projects. You will also learn how to customize your project calendar to meet your own time constraints and scheduling requirements.

Unit 4: Managing Project Tasks

Working with a sample case study, you will see how to input project task information into Microsoft Project. You will then learn how to organize your project tasks to capture dependencies and constraints. You will also learn how to define your project critical path in Microsoft Project.

Unit 5: Managing Project Resources

In Unit 5 you will determine how to assign resources to project tasks. You will see how to integrate resources calendars to take into account the availability of your resources. You will also learn how to identify resources overallocation and resolve resource conflicts.

Unit 6: Tracking & Reporting on Project Activities

You will explore various processes to monitor and track your project tasks and resources. You will also see how to report on your project to keep everyone informed and equipped to make timely decisions.

Unit 7: Back at the Workplace

In the final Unit, we will discuss potential obstacles to the implementation of Microsoft Project and look at strategies for its quick and effective implementation back at the workplace.

The logo for Priority Management, featuring the word "Priority" in a red, cursive script font with a registered trademark symbol (®) to the upper right.

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