

Managing Projects with Microsoft Project

This workshop is perfect for the busy professional who wants to get a handle on project management in a short time.

Discover how to manage a project in 7 phases. In just two days we will walk you through steps used by professional project managers so that you can follow the techniques to organize manage and finish your project using Microsoft Project.

LENGTH: 2 DAYS | TIME: 9:00AM-4:30PM | WORKSHOP ID: 37 | FEE: \$600 + GST/PERSON, \$1500/DAY

Topics and Skills

WHAT IS PROJECT MANAGEMENT

- Characteristics of a project
- What does a project manager do
- 6 Reasons to Use Project

WAYS TO LOOK AT PROJECTS

- Understanding Gantt Chart view, Resource Sheet, Calendar view, Network Diagram view, Resource Usage view, Network Diagram, Task Usage, Tracking Gantt, Resource Graph, and Resource Usage view

PHASE 1 - DESCRIBE THE PROJECT

- How to define a project's parameters
- Setting a project mission statement

PHASE 2 - SET UP TASKS

- Using WBS to organize tasks into a hierarchy
- Learn about task dependencies
- Understanding and setting task durations
- Working with task Constraints

PHASE 3 - IDENTIFY & ALLOCATE RESOURCES

- How to Allocate Resources
- Understanding effort-driven schedules
- Handling resource overallocation
- How to manage resource Costs
- Understanding Resource levelling

PHASE 4 - REVIEWING PROJECT ORGANIZATION

- Learn the tools for reviewing the project
- Analyze your project through multiple views
- Working with Filters, Sorting and Grouping

PHASE 5 - PRESENT PROJECT TO STAKEHOLDERS

- How to use tools for reporting to stakeholders

PHASE 6 - MANAGING THE PROJECT

- Learn how to monitor progress and record actuals

PHASE 7 - COLLABORATING WITH OTHERS

- Learn 3 ways to collaborate with Project

Who Should Attend

Some Project experience is helpful but not essential. We assume you have experience with at least one Microsoft product such as Word, PowerPoint, Outlook, or Excel.

CALL NOW OR VISIT OUR WEBSITE TO REGISTER

Toronto	(416) 929-8324 (Dial 1 For Customer Service)
Toll Free	1800-654-3251
Register Online	http://www.edtech.ca/course.asp?id=37