



Project Management With Microsoft Project Introduction

2 Day Course

Instructor Led Training

Created by **Thoughtware Technologies**

Course Overview

This course delivers the fundamental scheduling skills that you need to manage projects successfully with Microsoft Office Project 2007, and prepares you for the Managing Enterprise Projects using Microsoft Office Project Server 2007 course. Mastering the Microsoft Project scheduling engine is the key to enjoying your work with the software. This course shows you how to drive the tool through each stage of the project management life cycle and offers multiple best practices for using the software while defining, planning, executing, and closing a project. This course also teaches you how to use all of the new features included in the software. Framed around Project Management Institute's project life cycle, the course content is methodology-agnostic and focuses on hands-on learning methods.

Target Audience

This is an accelerated 2-day class designed for PMP certified project managers and members of the Project Management Institute. However anyone is invited to attend if you have the appropriate background and experience needed to move through these topics at an accelerated pace.

Prerequisites and recommendations

Some project coordination or management experience. Working knowledge of Windows is required; spreadsheets and project management concepts, recommended.

Learning Materials Include:

- Thoughtware Technologies Developed Course Book including lectures, key points and exercises
- Certificate of Completion
- 14 Hours of Professional Development Units for PMP

Course Goals

After successfully completing this course you will have acquired the skills and knowledge needed to:

- Use the Microsoft Project Planning Wizard
- Set up a project assigning tasks and resources
- Generate Gantt Charts
- Use basic project management tools
- Generate basic project reports



Topics Covered

- Project Management Overview
- General Microsoft Project Overview
- Understanding the Microsoft Project Data Model
- Creating a new project
- Project Task Planning
- Project Resource Planning
- Project Assignment Planning
- Project Execution
- Variance Analysis
- Plan Revision
- Project Reporting

Cost

The fee for regularly scheduled instructor led classes is \$850.00 per student. For on-site training, please contact us at pmtraining@keckwood.com for a quote.

Discounts are available for groups or multiple orders. A minimum of four students are need to constitute an instructor led class. Payment or purchase order must be received prior to the start of class. Any cancellations must be made one week in advance of the class to receive a refund.

For information about this course, other training courses offered or services provided by Keck & Wood, Inc. please contact us at:



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