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Turning Points of Microsoft Project 2021

Course Duration

2 Days

Time

09.30 – 16.30

Course Description

Project Management is one of the most important roles in any organisation and the function of the project manager is rarely an easy one. Microsoft Project, used correctly and effectively is unlike many top-end project management packages, is relatively easy to learn and can quickly take much of the burden from project managers. Enabling Microsoft Project to be the most effective tool for building and planning all aspects of a project and then allowing more freedom and effectiveness in the running of any project. The second day is geared towards taking the use of Microsoft Project up a level when working with resources and multiple linked projects.

Course Benefits

The course will provide delegates with:

- ∞ Improved project planning and management
- ∞ Improved utilisation and management of resources
- ∞ Enhanced communication capabilities and more productive progress meetings
- ∞ Greater control on tasks, costs and resources associated with projects
- ∞ Will aid the management of documentation relevant to projects

Course Objectives

Upon successful completion of this course, delegates will have covered:

Day 1

- ∞ Project management Theory
- ∞ Creating and organising tasks and schedules
- ∞ Adding resources and assigning costs
- ∞ Evaluating and adjusting schedules
- ∞ Using views and reports
- ∞ Project tracking

Day 2

- ∞ Creating a baseline
- ∞ Tracking project progress
- ∞ Managing a project
- ∞ Working with resources and reports
- ∞ Working with multiple projects
- ∞ Managing consolidated projects
- ∞ Exporting data from Microsoft Project
- ∞ Creating a resource pool

Prerequisites

No prior knowledge is needed prior to attending this course

Cost

£350.00 per person for the two days, Group rates can be agreed prior to course

Locations

In-House at client's premises, by prior arrangement.
At training facilities in Dunfermline, Fife

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