



## CLASS DESCRIPTION

### MICROSOFT PROJECT – BASIC & INTERMEDIATE FUNCTIONS

This training session is an introduction to the different concepts associated with project management. More precisely, it is about learning Microsoft Project software in respects with the project life cycle. (MS Project, versions 2007, 2010, 2013)

#### GOAL

Identify the key elements of project management, set the specific project options (calendar, working hours, scheduling, etc.), manage tasks and assign resources, elaborate the project budget, solve problem with resource usage, manage project updates, monitor and control of a project, print reports and use of the different views.

#### INTENDED AUDIENCE

This session is directed to experienced project managers who wish to plan and manage the implementation of their projects using Microsoft Project. Beneficial prerequisite would include some basic training in project management (Integrated Project Management Method or Abbreviated Project Management Methodology).

#### LEARNING OBJECTIVES

Enable participants to:

- Know the project life cycle and project phases;
- Learn the logical steps and the software capacities;
- Use the main software features : data entry, customize the calendar, links between tasks, resource allocation;
- Use the software to plan, monitor and control a project (tasks, resources, and schedule).

At the end of the training, participants should be able to complete a project plan, monitor and control a project with the basic functions of Microsoft Project. Also, they should be able to tailor MS Project tables and views to their needs.

#### COURSE MATERIAL

- Trainer presentation document.
- Workshop guide.

#### TRAINING STRATEGY

The training strategy is centered on the step by step implementation of the software to the project of each participant:

- Presentation of the different features and their alignment with the processes of project management;
- Demonstration of working processes
- Individual application of each processes to the participant own project;
- Personal coaching and feedback;

*This course allows you to implement the techniques acquired in the courses Integrated Project Management Method or Abbreviated Project Management Methodology.*

#### COURSE OUTLINE

- The use of Microsoft Project
- The tasks
- Relationship between WBS and the tasks
- Resource assignment
- Cost and project budget
- Filtering, Sorting, Grouping and Reports
- Page set up, printing and saving
- Project Monitoring and Control

#### DURATION AND COST

**Duration:** 2 days

#### Public session cost:

Refer to our training partners offer.

#### Corporate session cost:

Refer to our service offer.

**14 PDUs (on request)**