



CLASS DESCRIPTION

MICROSOFT PROJECT – ADVANCED FUNCTIONS

This session will allow you to control and exploit the advanced features of Microsoft Project when planning and executing your projects.

GOAL

To enable the participants to use the full set of advanced features of Microsoft Project in the planning and the execution phases of their projects

INTENDED AUDIENCE

This session is directed to project managers who already have some basic experience with Microsoft Project and who wish to use the full performance of the software. The participants in this session must know how to use its basic functionalities as: task entry, durations, links between tasks, different displays of the source data and the allocation of resources to tasks.

LEARNING OBJECTIVES

To allow the participants to control the advanced functionalities of Microsoft Project to;

- fully exploit the planning features of the software;
- refine the project plan and the detailed resource allocation;
- exploit the full potential of the software when monitoring and controlling of their project;
- maximize the contribution of various resources in the context of multiple complex project

COURSE MATERIAL

The student workbook includes descriptions of the different advanced features as well as the operating procedures of Microsoft Project.

Each student will have a computer already configured with MS Project 2010.

14 PDUs (on request)

TRAINING STRATEGY

The training strategy is centered on a step by step implementation of the software to a personal project for each student.

- Presentation of the different features according to the logical steps of project management;
- Demonstration of working procedures
- Individual application of each procedure to their personal project;
- Individual coaching by the trainer
- Moreover, workshop sessions will cover the full advance functionalities of MS Project and their alignment with project management activities.

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

COURSE OUTLINES

- Advanced functionalities of the software as the concept of first assignment
- Concept of tracking
- Planning cycle
- Monitoring Methods
- Updates and tracking displays
- Data transfer to Excel
- Tracking charts
- Earned Value
- Performance dashboard management
- Measures of performance

COURSE DURATION AND COST

Duration: 2 days

Public session cost:

Refer to our training partners offer.

Corporate session cost:

Refer to our service offer.