

Microsoft Project

Design, Manage and Track Projects

Course Description

Learn how to set up MS Project, create a realistic project and then report and Go Live with the project as well as track the progress. Learn to identify the risks in the project and how to best plan to mitigate the risks. This course assumes participants have little or no experience with MS Project and develops their skills to be able to build and manage a project. The course is Gold Seal certified and counts towards professional development training hour requirements for professionals.

Course Duration: 14 hrs

Basic Skills Checklist

The following list summarizes skills that students will be comfortable with after this course.

- Set-up MS Project default settings to be conducive to a healthy project
- Create, edit and outline a task list, establish dependencies by linking tasks
- Understand how to create milestones and incremental deadlines in the project
- Complete a risk assessment of the project plan
- Customize and save views and tables
- Add and assign resources, work with project calendars and enter project costs
- Apply task type settings, set task constraints
- Add notes and links to external information important to the project
- Format views and the Gantt chart
- Resolve resource conflicts
- Print project information
- Customize reports
- Use the organizer to manage project elements
- Add in project rates, costs and fixed costs
- Create master projects, insert and work with subprojects
- Sort, filter and group information
- Understand how to go live and track a projects' progress
- Be able to create reports useful for project evaluation after the project is completed

Course Prerequisites

The course assumes that students are knowledgeable of and comfortable using a computer.

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