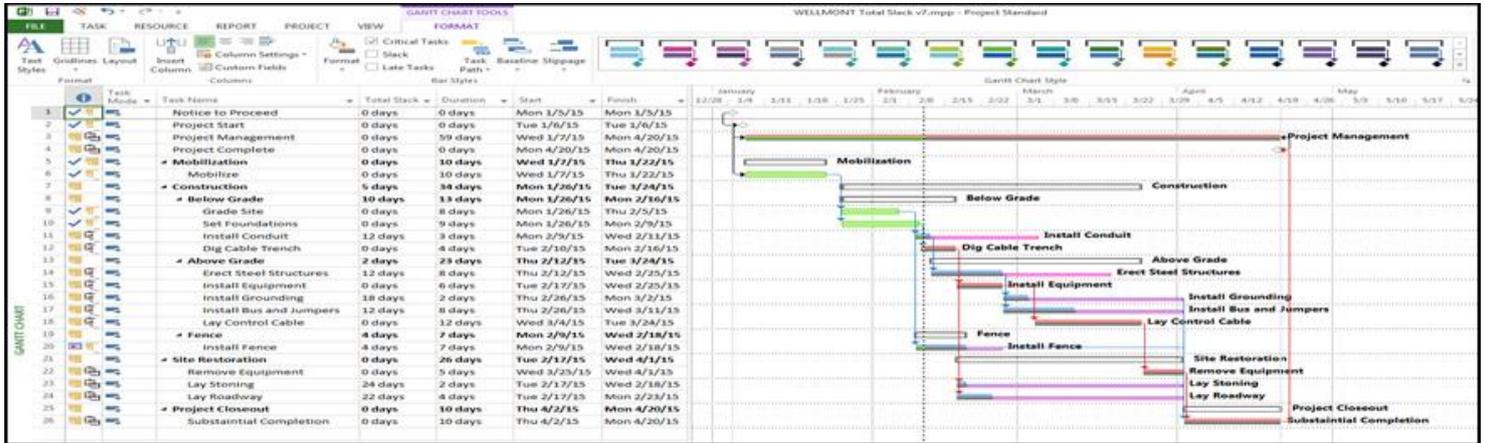# TR109 Microsoft Projects Course

Overview

This course is designed for those who are new to Microsoft Project 2013, as well as those who are upgrading to 2013 from previous versions of the software. Knowledge of Microsoft Project is a great tool for anyone whose job involves managing many people and resources. The only requirement is access to the Microsoft Project 2013 program.

This two-day, instructor-led course is intended for individuals who are interested in expanding their knowledge base and technical skills about Microsoft Project. The course begins with the basic concepts and leads students through all the functions they'll need to plan and manage a small to medium-size project, including how to capture both cost and schedule progress.

Upon completion of this course, you will possess all the tools you need to use Microsoft Project 2013 to organize, access, and deliver your projects on time.

Learning Outcomes

*   Understand the discipline of project management as it applies to using Microsoft Project 2013
*   Concentrating on the core functions required to plan and control a project
*   PMBOK (Project Management Book of Knowledge) Exposure

Pre-requisite: None

Course Length: 2 days

Provided on the Course

*   Course manual, notepad and pen
*   Lunch and refreshments
*   Training Laptops
*   PMP PDUs

At the completion of this course the student would have covered

- Create a Work Breakdown Structure

- Identify Task Types & Relationships

- Define Resources within Project

- Defining Calendars

- Adding Tasks

- Create an Initial Schedule

- Create a Resource Schedule

- Adding Task Dependencies

- Set up a Project with a Calendar, Start date, and scheduling method

- Network Diagram View

- Constraints & Filters

- Printing & Reports

- Tracking Progress

- Resources & Costs

Why chose Enterprise Project Solutions as your training provider:

- Over 16 years experience in the project management industry

- Certified Project Management Professional (PMP) instructor

- We maximize learning by adopting an approach of explanation, demonstration, and and practical teaching

- Free 30 day support for all attendees

- Training material covered on course is emailed upon course completion

- Best-in-class training facility

- Secure parking

- On-site training can be provided