

MICROSOFT PROJECT 2007 COURSE

OVERVIEW

Failing to plan is planning to fail!

To promote project success, it is imperative for project staff to plan, schedule, monitor and reporting accurately on projects.

This Microsoft Project course is designed for project staff requiring to effectively utilise the tools and techniques offered by Microsoft Project 2007.

The Microsoft Project course encompasses both PRINCE2 planning as well as the best practice PMBOK® Guide (Project Management Body of Knowledge) accompanying Practice Standard for Scheduling.

TARGET AUDIENCE

This course will benefit all those using Microsoft Project, including:

- Project Office Administrators
- Project Managers
- Project Team Managers
- Project Team Members
- Project Support Staff

PRE-REQUISITE LEARNING

Course delegates should preferably have some experience in a project environment and must have basic computer literacy.

Delegates who successfully complete the course are encouraged to pursue the PM Academy Fundamentals of Project Management, Fundamentals of Project Administration and PRINCE2 Foundation courses.

Delegates are required to have a laptop with Microsoft Project 2007 loaded.

COURSE CONTENT

This Microsoft Project course syllabus covers the following topics:

- Project Planning Technique
- Introduction to Microsoft Office Project 2007
- Creating a schedule
- Creating a resource pool
- Creating different calendars
- Transferring activities to the schedule
- Activity fields and information
- Dependency management
- Allocating resources
- Resource smoothing and leveling
- Project costing
- Baselining the project schedule
- Updating the schedule
- Tracking progress
- Printing reports
- Creating Custom views, tables and reports
- Sorting, Filtering and grouping
- Importing and exporting data
- Advanced scheduling topics

COURSE DURATION & DELIVERY

This is a three day event and no pre-course work is required. The course is delivered with a blend of classroom training interventions and practical syndicate and individual sessions. All our facilitators are experienced PRINCE2 and PMBOK Project Managers.

Delegates receive a course manual, case study and sample answers and sample project plan.

A 20 minute multiple choice test will be conducted on the last day and on successful completion delegates receive a PM Academy certificate.

The Microsoft Project course may be delivered at our premises or alternatively we also tailor the course to be delivered in-house with sufficient attendees.

BENEFITS

On completion of the course delegates will be able to:

- ✓ Plan a project, schedule the activities, baseline the project, update the schedule and report progress throughout the life cycle of the project.

RESERVATIONS, DATES, LOCATION & INFORMATION

Our offices may be contacted at (011) 976-2776 or e-mail info@pmacademy.co.za
Alternatively contact Jurie Smith directly on 074 123 8888.