

## Microsoft Project Courses

Scheduling a project's tasks can become a nightmare unless one is properly trained in structuring the project using a Work Breakdown Structure and phases to ensure all the work packages are captured and decomposed into logically sequenced and resourced tasks.

It is recommended that the learner attend an introductory course such as Project Management Demystified prior to the MS Project course, but this is not essential. Delegates may attend both the introductory and the advanced courses in one 4-day session, or just the 2-day introductory or advanced course.

### Introductory course: Level 1

#### Project Management Primer

The project management framework.  
Project phases  
Work breakdown structure  
Critical path method

#### Lesson 1: Creating a Project Plan File

Topic 1A: Create a Project Plan File  
Topic 1B: Create and Assign a Project Calendar  
Topic 1C: Add Tasks to the Project Plan File  
Topic 1D: Add a Project Summary Task  
Topic 1E: Add a Recurring Task  
Topic 1F: Enter Task Duration Estimates

#### Lesson 2: Creating a Work Breakdown Structure

Topic 2A: Outline Tasks  
Topic 2B: Link Dependent Tasks  
Topic 2C: Identify Deliverables in the Project Plan File  
Topic 2D: Constrain Tasks  
Topic 2E: Set a Task Deadline

#### Lesson 3: Creating and Assigning Resources

Topic 3A: Create Resources  
Topic 3B: Create a Resource Calendar  
Topic 3C: Assign Resources  
Topic 3D: Assign Additional Resources to a Task  
Topic 3E: Resolve Resource Conflicts

#### Lesson 4: Finalizing the Project Plan

Topic 4A: View the Critical Path  
Topic 4B: Shorten the Project Duration  
Topic 4C: Set a Baseline  
Topic 4D: Display Project Summary Information

### **Performance-Based Objectives**

Upon successful completion of this course, students will be able to:

- \* Understand the project management framework.
- \* Create a work breakdown structure by organizing work components.
- \* Create a project plan file and enter task information.
- \* Setting task relationships and identify the critical path.
- \* Assign project resources.
- \* Finalize the project plan file.

## Accredited Project Management Training



### **Advanced course: Level 2**

#### Lesson 1: Exchanging Project Plan Data with Other Applications

Topic 1A: Import a Task List from an Excel File into a new Project Plan  
Topic 1B: Create a Custom Import Map  
Topic 1C: Export Project Plan Cost Data into Excel  
Topic 1D: Copy an MS Project report into a Word Document  
Topic 1E: Importing a Work Breakdown Structure from WBS Chart Pro

#### Lesson 2: Updating a Project Plan

Topic 2A: Enter Task Progress Information  
Topic 2B: View Task Progress  
Topic 2C: Split a Task  
Topic 2D: Reschedule a Task  
Topic 2E: Filter Tasks in a Project Plan  
Topic 2F: Save an Interim Project Plan  
Topic 2G: Create a Custom Table  
Topic 2H: Add Custom Columns to a Table  
Topic 2I: Hyperlink Documents to Tasks

#### Lesson 3: Creating Custom Reports

Topic 3A: Create a Custom Report  
Topic 3B: Modify a Custom Report's Header and Footer  
Topic 3C: Add a Picture to a Report  
Topic 3D: Modify a Custom Report's Margins  
Topic 3E: Print a Custom Report

#### Lesson 4: Re-using Project Plan Information

Topic 4A: Create a Project Plan Template  
Topic 4B: Create a Custom Combination View  
Topic 4C: Make Custom Views Available to Other Project Plans  
Topic 4D: Share Resources  
Topic 4E: Create a Master Project Plan

#### Lesson 5: Advanced topics

Topic 5A: Creating a program (Master Project Plan)  
Topic 5B: Share resources from a pool  
Topic 5C: Using the PERT approach  
Topic 5D: Using Earned Value Management to report schedule and cost status

### **Performance-Based Objectives**

Upon successful completion of this course, students will be able to:

- \* Exchange project plan data with other applications.
- \* Update a project plan.
- \* Create custom reports.
- \* Re-use existing project plan information.
- \* Create a program of projects ( master project plan).
- \* Work with PERT, and Earned Value Management.

## Registration Form (you may register from [www.projectpro.co.za](http://www.projectpro.co.za))

### **2011 Workshop Dates:**

**Introductory:** 26–27 May 2011, 19–20 July 2011

**Advanced:** 30–31 May 2011, 21–22 July 2011

### **Venue: Gauteng**

Saint George Hotel, Midrand.

**Other venues and dates: Courses throughout Southern Africa can be arranged on sufficient demand (minimum 10 delegates)**

### **Candidate Fees per course:**

**Course held at ProjectPro venue: = R 5 385\***

(Includes 2-day workshop, lunches, teas, course manual and VAT).  
Discount of 10% is offered for third and subsequent candidates on the same workshop and on one invoice.  
The full fee is payable one week prior to commencement date. Cancellations/postponements less than two weeks prior to commencement date cannot be made, however substitutions may be made at any stage.



NB. Prices and dates may change, so please enquire before registering, or making final travel and accommodation arrangements  
Delegates must provide their own computers for the course. They can download a free 60-day trial version of Microsoft Project 2007 from <http://www.microsoft.com/downloads/details.aspx?FamilyID=8e6c9977-69af-4cbc-8f39-d0111088ed48&displaylang=en>.

Name _____	
Company _____	
Address _____	
Address _____	
Order Number _____	Management Approval (Please sign and print name) _____
Mobile no. _____	Telephone no. _____
Email address _____	Fax no. _____
Course Date _____	R _____ Registration fee enclosed



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