

Microsoft Project 2010 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
- Task dependencies

Lesson 1: Getting Started with Microsoft Project

- A: Explore the Microsoft Project 2010 Environment
- B: Display an Existing Project Plan (schedule) in Different Views

Lesson 2: Creating a Project Plan (Schedule)

- A: Create a Project Plan
- B: Assign a Project Calendar
- C: Add Tasks to a Project Plan
- D: Enter the Task Duration Estimates
- E: Add Resources to a Project Plan

Lesson 3: Managing Tasks in a Project Plan

- A: Outline Tasks
- B: Link Dependent Task
- C: Set Task Constraints and Deadlines
- D: Add notes to a Task
- E: Add a Recurring Task

Lesson 4: Managing Resources in a Project Plan

- A: Creating a Resource Calendar
- B: Assign Resources to Tasks
- C: Enter Costs for Resources
- D: Resolve Resource Conflicts

Lesson 5: Finalizing a Project Plan

- A: Shorten a Project Using the Critical Path
- B: Set a Baseline
- C: Print a Project Summary Report

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 and enter task information.
- * Assign project resources.
- * Setting task relationships and identify the critical path.
- * Finalize the project plan.



Advanced course: Level 2

Lesson 1: Exchanging Project Plan Data with Other Applications

- A: Import Project Information
- B: Export Project Plan Cost Data to an Excel Workbook
- C: Copy a Picture of the Project Plan Information
- D: Importing a Work Breakdown Structure from WBS Chart Pro

Lesson 2: Updating a Project Plan

- A: Enter Task Progress
- B: Enter Overtime Work
- C: Edit Tasks
- D: Reschedule a Task
- E: Filter Tasks
- F: Set an Interim Plan
- G: Create a Custom Table
- H: Create a Custom Field

Lesson 3: Managing Project Costs

- A: Update Cost Rate Tables
- B: Group Costs
- C: Link Documents to a Project Plan

Lesson 4: Reporting Project Data Visually

- A: Create a Visual Report
- B: Customize a Visual Report
- C: Create a Visual Report Template
- D: Using Earned Value Management to report schedule and cost status
- E: Creating a Dashboard

Lesson 5: Advanced topics

- A: Creating a Project Plan Template
- B: Create a Custom View
- C: Make Custom Views Available to other Project Plans
- D: Share Resources
- E: Create a Master Project

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).
- * Report performance using Earned Value Management.

2012 Workshop Dates:

Introductory: 15–16 May 2012, 17–18 July 2012 = R 5 654*

Advanced: 17–18 May 2012, 19–20 July 2012 = R 5 666*

Venue: Gauteng

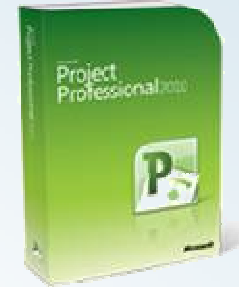
Centurion Lake Hotel.

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

Fee per person at ProjectPro venue

(Includes 2-day workshop, lunches, teas, course manual and VAT). Discount of 10% is offered for third and subsequent persons 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 2010 from <http://www.microsoft.com/downloads/en/details.aspx?FamilyID=E0253BC8-42A7-4D45-8562-1C3FEDE6A8AA>.



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 paid before course starts



ProjectPro Management Services
P.O. Box 25430, Monument Park, 0105
Phone: +27 (0)12 346 6674
Fax: 086 656 9736
E-mail: training@projectpro.co.za