MICROSOFT PROJECT BEST PRACTICES (102)

key consulting

For Microsoft Project training to be effective it needs to be integrated, applied, and enjoyable. By guiding participants through the construction and use of both sample and actual projects (from your workplace), we have found our training to be both productive, and well received. Other courses may show you how to <u>find</u> the product features - our course teaches you how <u>use</u> the features to produce meaningful results.

Who should take this course?

This course is for anyone involved in planning and/or controlling projects using Microsoft Project.

Course Objectives

By the end of the class you will be able to:

- Create work, material, and cost resources
- Create resource calendars
- Assign work, material, and cost resources
- Understand effort-driven scheduling

- Utilize task types and understand their impact on schedule calculations
- Create task calendars
- Assign fixed costs to tasks
- Set up recurring tasks
- Analyze over-allocated resources

- Perform resource leveling - both automatic and manual
- Utilize advanced reporting features including multi-level grouping, and drop-down menus for custom fields

Course Content

- Setting up work resources
- Creating resource calendars
- Assigning work resources
- Work Calculations
- Task types and their affect on schedules

- Effort-driven scheduling
- Creating and assigning material cost resources
- Task calendars
- Fixed costs
- Recurring tasks

- Over-allocated resources and resource leveling
- Advanced reporting
- Creating a lookup table
- Displaying a "date slice"
- Gantt Chart grouping

Course Details

- **Style** This interactive course is built around "Step by Step Microsoft Project" by Carl Chatfield, PMP. The text is accompanied by PowerPoint presentations. Participants build projects based on sample data, as well as developing and experimenting with their own project data
- **Length** 8 hours

- **Credits** 8 Professional Development Units (PDUs)
- **Included** Course text, sample files, and participant manual
- **Format** Computer classroom
- **Prerequisites** Key Consulting's Microsoft Project Best Practices 101, or equivalent

"Awesome presentation—exceeded my attendance objectives."
"...well thought out, and will be useful to my job."
"Good course—nicely organized."
"Very knowledgeable and experienced instructor."
"I've taken Microsoft Project classes before - but this time a light went off."

Call 1-866-PM-ASSIST today or visit us at WWW.CONSULTING.KY

Project Management Training

If your organization has identified the need for project management training, you are not alone. Project management is being increasingly recognized as a vital skill-set for many positions, not just those with the title of project manager.

Our style of training is very interactive—participants work on projects from their own organizations, utilizing tools and templates we use every day to manage real projects. We consistently receive excellent ratings from training participants, and have experience conducting project management best practices training and Microsoft Project training for both large and small organizations.

We offer a variety of courses, which are available on an open-enrollment and on-site basis. From time to time we also offer classes not listed here, so please call us at **1-866-PM-ASSIST** if you are looking for any kind of project management related training.

- **Introduction to Project Management (4 hours)**
- **Project Management Introduction for Smaller Organizations (4 hours)**
- **Project Management Introduction (1 day)**
- **Project Management Principles (2 days)**
- **Project Management Fundamentals (3 days)**
- **Project Management Skills for Success (5 days)**
- **CAPM Certification Preparation (5 days)**
- **PMP Certification Preparation (5 days)**
- **Microsoft Project Best Practices 101 (1 day)**
- **Microsoft Project Best Practices 102 (1 day)**

Key Consulting Inc.

Key Consulting works with, and trains, organizations of all sizes to improve the management of their projects. Using project management tools and techniques, combined with our broad industry experience, we help you :

- Improve the quality of your project planning and tracking
- Quickly capture the complexity of your projects
- Provide higher visibility of your critical tasks
- Resolve your project issues more quickly, in productive team meetings
- Reduce your project risk

resulting in successful projects, completed on-time, below budget, and within scope. We supply project managers on a full-time basis for larger projects, and on a part-time basis for smaller clients and projects. Our senior project managers are all certified as Project Management Professionals by the national Project Management Institute (PMI®).

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