

Accredited Project Management Training



2019 Workshop Dates:
Introductory and Advanced*
28–30 January 2019

Microsoft Project 2016/2019 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.

Day 1

Lesson 1: Getting Started with Microsoft Project

- Topic A: Identify Project Management Concepts
- Topic B: Navigate the Microsoft Project 2016 Environment

Lesson 2: Defining a Project

- Topic A: Create a New Project Plan
- Topic B: Define a Project
- Topic C: Assign a Project Calendar

Lesson 3: Creating and Organizing Tasks

- Topic A: Add Tasks to a Project Plan
- Topic B: Import Tasks From Other Programs
- Topic C: Create a Work Breakdown Structure
- Topic D: Define Task Relationships

Lesson 4: Managing Project Plan Resources

- Topic A: Add Resources to a Project Plan
- Topic B: Create a Resource Calendar
- Topic C: Enter Costs for Resources
- Topic D: Assign Resources to Tasks
- Topic E: Resolve Resource Conflicts Course Outline

Day 2

Lesson 5: Finalizing a Project Plan

- Topic A: Optimize a Project Plan
- Topic B: Set a Baseline
- Topic C: Share a Project Plan

Lesson 6: Executing a Project

- Topic A: Enter Task Progress
- Topic B: Update Task Progress with SharePoint
- Topic C: Update Work
- Topic D: Update Costs

Lesson 7: Monitoring Project Progress

- Topic A: View Project Progress
- Topic B: Add Custom Fields
- Topic C: Create Custom Views
- Topic D: Create a Network Diagram
- Topic E: Analyze a Project Plan

Lesson 8: Controlling a Project Plan

- Topic A: Edit the Task List
- Topic B: Reschedule Tasks
- Topic C: Update a Baseline

Day 3

Lesson 9: Reporting on Progress

- Topic A: Format and Share a Chart View
- Topic B: View Existing Reports
- Topic C: Create Custom Reports
- Topic D: Create a Visual Report Course Outline

Lesson 10: Customizing the Application

- Topic A: Change Project Options
- Topic B: Create a Project Plan Template
- Topic C: Share Resources
- Topic D: Link Project Plans

Assignments

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.
 - * 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.

ProjectPro Venue: Gauteng Centurion Hotel.

Fee per person at ProjectPro venue = R 9 500*

(Includes 3-day workshop, lunches, teas, course manuals 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 must be made in writing, 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 2016 from <https://www.microsoft.com/en-us/evalcenter/evaluate-project-server-2016>.



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

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



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