

MS PROJECT MANAGEMENT

DURATION

2 days

OVERVIEW

At some point, people may manage a project without realizing they were project managers. Sure, they are organized, and they can make sure people get things done, but successfully managing a project requires specific skills and know-how. Microsoft Project is a roadmap that helps to document project tasks, build a schedule, assign resources, track progress, and make changes until your project is complete with user friendly software. It is designed to give you a simpler way to visualize and bring your projects together in one place. The next step after having the project management software is puzzling. The usual picture is of a person staring at the screen, wondering about the meaning of the Gantt chart and Resource Usage in the list of Project views. Microsoft Project helps you execute projects with ease. Whatever the level of your project management experience, some MS Project features can be mystifying. It includes very useful built-in templates and familiar scheduling tools help project managers and teams stay productive and make their life easier in managing and handling the projects. Gain insight into how resources are used and collaborate, using integrated tools. You know what you want to do, but you can't find the magic combination that makes Project do it.. Here comes the essence of this program.

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PROJECT MANAGEMENT

KEY MODULES

- Getting around Microsoft Project®
 - Starting Project
 - The Ribbon
 - Commands
 - The Backstage View
- Tour of the Quick Access Toolbar
 - Customizing the Quick Access Toolbar, fields, tables and views
 - Basic Formatting
- Calendars
 - Creating a Project Calendar
- Working with Tasks and Schedules
 - Creating a Task
 - Entering Durations
 - Scheduling and Linking Tasks
 - Milestone Tasks
 - Adding Notes and adjusting Tasks
- Creating and Working with Resources
 - The Resource Sheet
 - Material Resources
- Cost Resources
- Assigning Resources to Tasks (reassigning, splitting tasks, utilizing float, changing work contours)
- Applying Resource Levelling features
- Managing a Project
 - Viewing a Project
 - Reviewing and Making Adjustments to a Project
 - Setting a Baseline
 - Viewing the Baseline
 - Recording and tracking Progress
- Reporting on Projects
- Practical Application and progress check are performed after each module completion.

LEARNING OUTCOMES

- Use Microsoft Project effectively to schedule and assign a resource to tasks
- Learn how to effectively plan, track, and report on projects' progress
- Use Work Breakdown Structures, Critical Path Analysis, and Resource Management techniques.
- Make realistic schedules
- Analyze and manage budget to keep costs under control
- Use methods to consolidate multiple Project Files Resource sharing - setting up a Master Resource Pool Creating and managing Master Project Files
- Discover what it takes to handle a project successfully.
- Build and refine project plans