Managing Projects with MS Project 2010 Course

INTRODUCTION

Microsoft Project is a tool for implementing project management principles and practices that can help you succeed. This course is setup to be a continuous workshop, demonstrating hands-on the features of Microsoft Project.

This course gets you started with the theory of computerized project management, and then walks you through creating a project schedule using Microsoft Project 2010. This includes scheduling tasks, but also scheduling resources, allowing a project manager to track costs as well as time with regards to their project. The course also covers Microsoft Project server, where teams with an organization can work together to share project information and resources.

COURSE CONTENT

Project Management Basics
  The Nature of Projects
  The Project Environment

Getting Your Project Going
  Creating a New Project
  Building Tasks
  Creating Resources
  Assigning Costs

Refining Your Project
  Understanding Views
  Using Views to Gain Perspective
  Modifying the Appearance
  Resolving Scheduling Problems
  Resolving Resource Problems

Tracking Your Project
  Understanding Tracking
  Recording Actuals
  Reporting on Progress
  Analysing Financial Progress

Working in Groups
  Sharing Project Resources
  Preparing to Use Project Server
  Project Server and The Manager
  Project Server and The User

COURSE DETAILS

Study Mode
Part-Time
Frequency: Once Weekly

Duration
16hrs / 8 Sessions

Delivery Method
Lectures & Hands-on practice

Entry Requirements
Good knowledge of English
Basic Computer Skills

Award (Optional)
MCTS Managing Projects with Microsoft Project 2010
Exam Code: 70-178

Price: € 295

STUDY EXPERIENCE includes: Training by a Microsoft Certified Trainer (MCT), Official Microsoft Courseware (Format: Softcopy), Detailed Presentations.