



WorkingSm@rt[®]

MICROSOFT

+ Project

Who Should Attend

Attendees of the Project Planning Breakthroughs program who are responsible for monitoring the execution of a project and/or have multiple projects to administer.

Format:

- One 4-hour, instructor-led session or two 2-hour web-based virtual classroom sessions
- Follow-up coaching session to reinforce learning

What's Included

- A Comprehensive Learning Guide
- **LearningLink:** Our monthly productivity e-newsletter to keep you updated.

Manage the complexities of multiple projects more efficiently and effectively

Carry out multiple project execution plans developed through the Project Planning Breakthroughs method accurately and effectively with MS Project using common resource pools and external dependencies, along with detailed reporting and updating. Produce standard and customized reports, and develop a process for tracking and updating project plans.

This course will help you:

- Immediately improve the application of MS Project to your own project workload
- Allocate and share resources, and resolve conflicts among them
- Produce reports of value, both in standard and customized formats
- Accurately monitor multiple projects through proven tracking and updating techniques

Related Training:

- Project Planning Breakthroughs
- WorkingSm@rt with Microsoft Teams

Priority Management Training

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Synopsis:

Skills, templates, and methods to elevate your execution

- Struggling to monitor multiple projects at once?
- Unable to stay on top of project task follow-ups and deadlines?
- Finding it difficult to allocate resources across projects?
- Having issues with resource conflicts and overallocation?
- Need to produce standardized reports across projects?
- Want to develop customized project reports?
- Finding it difficult to accurately update multiple project plans?
- Need a process to track projects and capture updated data?
- Looking to build a project template to enable consistency?

WorkingSm@rt using Microsoft Project was developed for those who need to manage medium to large size projects.

We will provide you with the knowledge, skills and tools to effectively manage those projects within the all too familiar interface of Microsoft Project.

Unit 1: Overview of Project Planning Framework and Tools

Discuss the challenges of managing project work. Introduce you to the work that needs to get done before Microsoft project can be helpful.

Unit 2: Getting Started with Microsoft Project

The basic interface of MS Project, its main functionalities and commands. Create and save a new project file and use the different views of MS Project.

Unit 3: Setting-up Microsoft Project to Manage Projects

Learn how to adjust the default settings to create a template that can serve your future projects, and how to customize your project calendar to meet your own time constraints and scheduling requirements.

Unit 4: Managing Project Tasks

Working with a sample case study, how to input project task information into Microsoft Project, how to organize your project tasks to capture dependencies and constraints, and to define your project critical path.



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Unit 5: Managing Project Resources

Determine how to assign resources to project tasks. See how to integrate resources calendars to take into account the availability of your resources, and learn how to identify resources overallocation and resolve resource conflicts.

Unit 6: Tracking & Reporting on Project Activities

Explore various processes to monitor and track your project tasks and resources, and how to report on your project to keep everyone informed and equipped to make timely decisions.

Unit 7: Back at the Workplace

Discuss potential obstacles to the implementation of Microsoft Project and look at strategies for its quick and effective implementation back at the workplace.

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A Better Way To Work

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