

PLANNING, MANAGING AND VISUALIZING PROJECTS WITH MICROSOFT

AVAILABLE FOR OFFLINE

Technical Series

OVERVIEW

This course is intended for anyone who needs to acquire quick working knowledge of Microsoft Project. The course is carefully designed to provide the best mix of experience, theory and practice in an adult learning environment. Formal presentations will be brief and used mainly to introduce key concepts and significant elements of software project management. Emphasis is on practical applications through “hands on” action learning. This will require a high level of participation and team environment. Maximum opportunities will be given to participants to inject their own examples and issues into the course and continually relate the material to their own contexts.

WHO SHOULD ATTEND?

- ✓ Anyone who are directly or indirectly involved in budgeting, estimating, planning, execution and control of projects.
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OBJECTIVES

Provide participants quick working knowledge of MS Project up to Intermediate Level,

Sufficient knowledge to start a project: schedule and administer timelines, cost and track project progress using graphs and tabulated data,

Reading project performance “warning signals” (including Earned Value Analysis tracking) during project execution,

Have working knowledge about the project management process, and the progressive information required in MS Project schedule and cost planning and performance tracking.