

An Introduction to Practical Project Planning Using Microsoft Project 2007

1 Day Course

Course Summary

Microsoft Project is the most popular desktop planning tool with over 95% share of this software market. It is inevitable that anyone involved in project management will at some point in their career make use of Microsoft Project.

Given the familiar Microsoft Office icons & styling many people start working with Microsoft Project without any formal training or true understanding of planning techniques. The frequently quoted analogy being *"you wouldn't use Word without being able to read & write, you wouldn't use Excel without being able to count, so why start using Project without understanding planning technique & the Critical Path Method?"*

This unique 1 day course takes a fresh approach to Microsoft Project training. Rather than being a walk through the product functionality, this course delivers practical step-by-step techniques for building, monitoring and reporting on a project using Microsoft Project.

Aimed at those with no existing formal Microsoft Project training this course arms you with real world skills enabling you to leverage the benefits of Microsoft Project on your next project. This course complements existing PRINCE2 or APM methodology training but equally no existing project management or Microsoft Project knowledge is required.

Course Includes



Content

This course is packed with practical content selected by our experts to ensure you gain the maximum value from your investment of time. The course is designed to cover the complete planning lifecycle, from initial plan creation, through to progressing, plan analysis and reporting.

Section	Topic	Practical Exercise
Planning Concepts	Objectives of planning & aligning planning with the project lifecycle	
	Understanding the Critical Path Method, logic links, lags & float	✓
Creating Your Project Schedule	Creating a new project	✓
	Building a plan with tasks & WBS	✓
	Setting a project calendar	✓
	Setting up useful project & task codes	✓
	Reviewing the critical path	✓
	Filtering using task codes	✓
	Assigning resources to tasks	✓
Running & Controlling a Project	Baselining & versioning	✓
	Updating task progress	✓
	Monitoring project performance	✓
	Perform “what if” analysis	✓
	Creating useful reports for stakeholders & team members	✓

Related Courses

A second 1 day public course “**Achieving More with Microsoft Project**” is run consecutively with this course, enabling you to benefit from attending both days and qualifying for a discounted combined course fee of £495, saving £95.

How Do I Book This Course?

This public course is run on a regular basis for up to a maximum of 8 participants, each of which are provided with their own learning PC. Course fee is £295 per person.

Please see our web site for upcoming dates & locations. Alternatively, for further information and to reserve your place on this course please contact **Nicky Bowring**.

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