

# USING MS PROJECT TO PLAN & CONTROL YOUR PROJECTS (LEVEL 1)



For Microsoft Project training to be effective it needs to be integrated, applied, and enjoyable. By guiding participants through the construction and use of both sample and actual projects (from your workplace), we have found our training to be both productive, and well received. Other courses may show you how to find the product features - our course teaches you how use the features to produce meaningful results.

## Who should take this course?

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This course is for anyone involved in planning and/or controlling projects using Microsoft Project.

## Course Objectives

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By the end of the class you will be able to:

- Move around in Microsoft Project and view project data
- Work with project calendars
- Enter your project tasks
- Create a Work Breakdown Structure (WBS) for your project
- Use notes and hyperlinks
- Link tasks together to create a network diagram
- Format your data and print useful reports for your projects
- Save a project baseline
- Enter progress information
- Utilize constraints and deadlines
- Sort, group, and filter your project data
- View and report project status information

## Course Content

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- A quick project management refresher
- Moving around and viewing data
- Creating a project
- Entering task information
- Adding notes and hyperlinks
- Modeling your Work Breakdown Structure (WBS)
- Linking tasks to create your Network Diagram
- Formatting and printing
- Saving a baseline
- Entering basic progress information
- Constraints and deadlines
- Sorting, grouping and filtering
- Viewing and reporting project status

## Course Details

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- **Style** This interactive course is built around "Step by Step Microsoft Project" by Carl Chatfield, PMP. The text is accompanied by PowerPoint presentations. Participants build projects based on sample data, as well as developing and experimenting with their own project data
- **Length** 8 hours
- **Credits** 8 Professional Development Units (PDUs)
- **Included** Course text, accompanying CD with sample files, and participant manual
- **Format** Computer classroom
- **Prerequisites** Key Consulting's Introduction to Project Management, or equivalent

*"Awesome presentation—exceeded my attendance objectives."*

*"...well thought out, and will be useful to my job."*

*"Good course—nicely organized."*

*"Very knowledgeable and experienced instructor."*

*"I've taken Microsoft Project classes before - but this time a light went off."*

**Call 1-866-PM-ASSIST today or visit us at [WWW.CONSULTING.KY](http://WWW.CONSULTING.KY)**





## ***Project Management Training***

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If your organization has identified the need for project management training, you are not alone. Project management is being increasingly recognized as a vital skill-set for many positions, not just those with the title of project manager.

Our style of training is very interactive—participants work on projects from their own organizations, utilizing tools and templates we use every day to manage real projects. We consistently receive excellent ratings from training participants, and have experience conducting project management theory training and Microsoft Project training for both large and small organizations.

We offer a variety of courses, which are available on an open-enrollment and on-site basis. From time to time we also offer classes not listed here, so please call us at **1-866-PM-ASSIST** if you are looking for any kind of project management related training.

- **Introduction to Project Management (4 hours)**
- **Project Management Introduction for Smaller Organizations (4 hours)**
- **Project Management Introduction (1 day)**
- **Project Management Principles (2 days)**
- **Project Management Fundamentals (3 days)**
- **Project Management Foundation Course (7 days)**
- **CAPM Certification Review (5 days)**
- **PMP Certification Review (5 days)**
- **Building High Performance Project Teams (1 day)**
- **Using Microsoft Project to Plan and Execute your Projects (2 days)**

## ***Project Management Institute Registered Education Provider***

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As an approved Project Management Institute (PMI®) Registered Education Provider (REP®), we are authorized to issue Category Three Professional Development Units (PDU) for credit toward meeting the Continuing Certification Requirements (CCR) of the Project Management Professional (PMP®) certification. While PMPs may earn PDU credits from other categories of learning activities, only Category Three PDUs are accepted without question in audits of CCR records. PMPs may also report a Key Consulting course using PMI's convenient online system, rather than having to provide fax or paper documentation.

## ***Key Consulting Inc.***

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Key Consulting works with, and trains, organizations of all sizes to improve the management of their projects. Using project management tools and techniques, combined with our broad industry experience, we help you :

- Improve the quality of your project planning and tracking
- Quickly capture the complexity of your projects
- Provide higher visibility of your critical tasks
- Resolve your project issues more quickly, in productive team meetings
- Reduce your project risk

resulting in successful projects, completed on-time, below budget, and within scope. We supply project managers on a full-time basis for larger projects, and on a part-time basis for smaller clients and projects. Our senior project managers are all certified as Project Management Professionals by the national Project Management Institute (PMI®).