PM ACADEMY

Microsoft® Project
Basic and Advanced Course

What is it about?

To promote project success, it is imperative for project staff to plan, schedule, monitor and report accurately on projects. Failing to plan is planning to fail!

This Microsoft Project course is designed for project staff requiring to effectively utilise the tools and techniques offered by Microsoft Project 2010 / 2013.

This Microsoft Project course encompasses both PRINCE2® planning as well as the best practice PMBOK® Guide (Project Management Body of Knowledge) accompanying Practice Standard for Scheduling.

PM ACADEMY
10 years
Quality Assured

What's in it for me?

On completion of the course delegates will be able to:.
- ✓ Plan, baseline and update a project
- ✓ Schedule and update the activities
- ✓ Create custom reports on progress throughout the life cycle of the project
- ✓ Exchange project plan data with other applications

Contact us:

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Microsoft® Project
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Who Should attend?

This course will benefit all those using Microsoft Project, including:

Project Office Administrators
Project Managers
Project Team Managers
Project Team Members
Project Support Staff

Do I qualify?

Course delegates should preferably have some experience in a project environment and must have basic computer literacy.

Delegates are required to have a laptop with the relevant version of Microsoft Project loaded, i.e. 2010 or 2013.

Delegates who successfully complete the course are encouraged to pursue the PM Academy Introduction to Project Management, Practical Project Administration and PRINCE2 Foundation courses.

What can I expect?

This Microsoft Project course syllabus covers the following topics:

• Getting acquainted with MS Project
• Baselining the schedule
• Creating a Project Plan
• Tracking Progress
• Project Planning techniques
• Create a schedule
• Scheduling a Project
• Creating reports
• Managing Calendars
• Using Templates
• Managing Tasks
• Working with Multiple projects
• Resource Management
• Filters, Sorting and Groups
• Managing Constraints
• Project costing
• Managing and Updating Project Plans
• Import & Export Data
• Custom views and tables
• Activity Fields
• Managing project costs
• Custom macros
• Applying earned value management to costs
• Share resources
• Creating a dashboard
• Exchanging data with other applications
• Creating a Project Plan template
• Managing Multiple projects

How and when can I attend?

This is a three day event and no pre-course work is required. The course is delivered with a blend of classroom training interventions and practical syndicate and individual sessions. All our facilitators are experienced PRINCE2 and PMBOK Project Managers.

Delegates receive:

• Course manual
• Case study
• Sample answers and sample project plan

A 40 minute multiple choice test will be conducted on the last day and on successful completion delegates receive a PM Academy attendance certificate.

The Microsoft Project course may be delivered at our premises or alternatively we also tailor the course to be delivered in-house with sufficient attendees.

Testimonial

"The presenter was very engaging, personable, patient and kind. Encountered real life experiences which added context, so much value earned. Oh, and I like the chicken from day 1 and 2." Microsoft Project - Zandile Moloi

About PM Academy

PM Academy was established in 2005 with the strategic vision to provide world class professional project management training, consulting and recruitment to the South African and international markets.
PM Academy has a wealth of experience and we have successfully completed projects, training and recruitmeent throughout Africa.