

# TOTAL SYSTEMS EDUCATION, LTD.

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TSE007LIC

MICROSOFT® PROJECT  
WORKSHOP



## Course Description:

After introducing or reinforcing the necessary Project Management concepts and tools needed to properly understand and use project software, the seminar assists participants gain ability and speed in the use of MICROSOFT® PROJECT. *This is not a “button pushing” class.* The workshop addresses those areas within a project, where the package helps the Project Manager Plan, Organize, Track and Control a project, its schedules, estimates, deadlines, costs and associated resources.

Prior knowledge and use of Microsoft Windows is required.

**This special program is a joint offering with the Long Island Chapter of the PMI.**

Upon completion, participants involved with PMI® and the Project Management Institute’s Project Management Professional – PMP program, are awarded 5 PDUs or 5 “Contact hours”. Our R.E.P. code is 1270.

Upon completion of the course, participants will be able to:

- ◆ Understand the Capabilities and Limitations of Microsoft Project in the “*Real World*” Project Environment;
- ◆ Learn how to set up MS Project to reflect the current project environment;
- ◆ Define Tasks and key Task Information;
- ◆ Create Dependencies between tasks;
- ◆ Implement the WBS to Roll-up and Drill-down the project to any level of detail;
- ◆ Using the Network Diagram, verify and adjust task dependencies to ensure accuracy in later scheduling;
- ◆ Define and Assign *Full-time* and *Part-time* Resources;
- ◆ Use predefined filters and sorts, and Design and Create Customize Filters, Groups, Sorts, Tables, Reports and Views.
- ◆ Identify Resource Conflicts, then Analyze and Resolve them using various methods;
- ◆ Use MS Project Report features.

Instructional methods for this program include lecture, discussion, question and problem sessions, and *extensive* hands-on exercises using PROJECT (2000, 2002 and 2003). (*For those currently using PROJECT, additional time is spent discussing and using advanced topics and features.*) All participants receive the course workbook, handouts and sample files for on the job reference.



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## Course Outline:

- I. INTRODUCTION
- II. AS YOU BEGIN USING *PROJECT*
- III. PROJECT SETUP
- IV. TASKS AND INPUT METHODS
- V. DEPENDENCIES
- VI. THE NETWORK DIAGRAM
- VII. WORK BREAKDOWN STRUCTURE
- VIII. PROJECT RESOURCES
- IX. ASSIGNING RESOURCES
- X. PRE DEFINED FILTERS, SORTS AND GROUPS
- XI. BASELINE and THE PROJECT
- XII. MS PROJECT REPORTS
- XIII. TRACKING
- XIV. CONCLUSION

