

TOTAL SYSTEMS EDUCATION, LTD.

TSE008LI

USING MICROSOFT PROJECT ADVANCED TOPICS



Course Description:

After reinforcing the MICROSOFT PROJECT concepts and facilities, this workshop addresses those areas and where the package helps the Project Manager to Plan, Organize and Track and Report single and multiple projects, their schedules, estimates, deadlines, costs and associated resources. *The Instructor also plans time to resolve specific participant MS Project issues.*

Prior knowledge and use of MICROSOFT PROJECT 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 this 5 hour module, participants will be able to:

- ◆ Setup Projects and Sub-Projects and their Work Breakdown Structures, Estimates, and Dependencies using the *PROJECT* system;
- ◆ Input and track multiple project plans, with and without resource assignments and establishing inter-project dependency links;
- ◆ Use *PROJECT* to Plan and Manage MULTIPLE Projects and SHARE RESOURCES *across multiple projects*;
- ◆ Use additional *PROJECT* facilities to speed up data manipulation;
- ◆ Use *PROJECT* to perform multiple "What if?" scenarios e.g. change plans, project delays, resource over-under allocations etc.;
- ◆ Generate customized Reports, Views and Tables for Team Members, Management and Users;
- ◆ Change plans and schedules due to resource availability, task dependencies, imposed due dates, milestones and deadlines;
- ◆ Use *PROJECT* to BASELINE Schedules and TRACK started, in-progress and completed tasks;
- ◆ Create, Modify and Use TEMPLATES and RECURRING Tasks for similar projects;
- ◆ Use *PROJECT* to dynamically link to other software for optimum project management processes.

This workshop is truly dynamic! Instructional methods for this 5 hour module include lecture, discussion, question and problem sessions, and *extensive* hands-on exercises using many features of *PROJECT*.

