



Syllabus

PER-148 MS Project: Managing projects

Duration: 2 days

Trainer: Richard Tremblay

PURPOSE OF TRAINING

Use the main features of MS Project to plan projects and track projects.

DESCRIPTION

Manage projects effectively using Microsoft Project.

OBJECTIVES

- Organize project tasks.
- Assign resources.
- Baseline project information's.
- Update project progress.
- Printing the project schedule.

METHODOLOGY

Interactive presentation (45%), simulation (20%), exercises (35%)

TARGETED CLIENTELE

Professionals and technicians

CONTENT

MS PROJECT MAIN FUNCTIONNALITIES

PROJECT DEFINITION AND PLANNING

- Summary task and subtasks
- Durations
- Links
- Fixed work VS duration

RESOURCE ASSIGNMENT

- Resource list
- Resource type
- Resource Calendar



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ANALYSIS AND ADJUSTMENT OF THE SCHEDULE

- Work
- Resource leveling
- Tasks and critical tasks
- Modifying duration
- Changing resource assignment

MONITORING AND CONTROL

- Baseline
- Tracking progress
- Project performance analysis
- Adjustment
- Printing schedule