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
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