



Microsoft Project Fundamentals

Course Outline



SPARTAN
Allied Services

Deliver Results - Create Value

www.saservices.com.ph

PMI, PMP and PMBOK are registered marks of the Project Management Institute, Inc.

Program Overview

This one-day program is aimed at the experienced project manager who would like to get the most out of Microsoft Project. Participants are directly thrown at the deep end by working on various cases and learning through actual use of Microsoft Project. This enables the project manager to properly plan, execute, monitor and control his projects easily with Microsoft Project. This course focuses on what you need to know to get the job done – effectively and efficiently.

What's more, this course is aligned with the *A Guide to the Project Management Body of Knowledge (PMBOK Guide®) 5th Edition* hence you are assured that how you manage your projects is part of the generally accepted good practices globally.

This course also grants the participant 8 Professional Development Units (PDU's) in the Technical Project Management expertise skill area.

Duration

1- Day Program

Learning Objectives

At the end of this training, participants will be able to:

- Understand the basic views and parts of Microsoft Project
- Know how to plan and baseline a project
- Know how to update project progress
- Know how to generate reporting information to management

Target Audience

- Experienced project managers
- Aspiring project managers who have some training in project management
- Project coordinators and Project Leaders
- Project resources who are tasked to manage the project schedule
- Project Directors and Project Sponsors who would want to increase their knowledge in Microsoft Project

Program Structure and Outline

This course is workshop based with various individual exercises

- Hello Microsoft Project
 - The purpose of Microsoft Project
 - What Microsoft Project doesn't do

- The basic parts and views of Microsoft Project
- Planning your project schedule
 - Factors that affect the schedule
 - Work vs Duration
 - The Schedule Management Knowledge Area
 - EXERCISE 1 – Setting up your activities
 - EXERCISE 2 – Creating the dependencies
 - EXERCISE 3 – Determining resources
 - EXERCISE 4 – Finalizing the schedule
- Updating project progress
 - Rules on percent completion
 - Earned Value Management
 - EXERCISE 5 – Setting the status date
 - EXERCISE 6 – Updating project activities
- Reporting the project
 - Reporting capabilities of Microsoft Project
 - EXERCISE 7 – Reporting project status
- Additional Features and Functionalities
 - Q&A on additional features needed by the project manager

Pre-requisites for attending the class

- Participants need to bring their own laptops to the training venue
- Each laptop must have a working copy of Microsoft Project (preferably Microsoft Project 2013 Standard Edition)
- Participants must have some basic knowledge on project management, particularly project scheduling either thru actual experience or formal training in a project management course



Why Choose SAS Management Inc.

We Deliver Results

SAS Management Inc. has consistently proven its capability to deliver and exceed our clients' expectations. We are the only PEOPLECERT® Accredited Training Organization (ATO) in the Philippines. Our pool of consultants and trainers are seasoned industry veterans who have above average qualifications and certifications such as Business Management, Process Improvement, and Organizational Development Programs.

We Create Value

SAS Management Inc. believes in ensuring that our services meet the intended needs of our clients. To us, it is more than just providing training and consulting but rather ensuring that these are the things that our clients really need. This is why SAS Management Inc. is probably the only training provider that does a thorough needs assessment prior to providing a proposal. Our goal for every proposal is to CREATE VALUE for your organization.

SAS Management, Inc. is affiliated and endorsed by the following organizations:

Key Affiliations/Accreditation		Key Partner Programs	Key Partners
			
			
			
			
			

