

# PROJECT CONTROL WITH MICROSOFT PROJECT (MSP)

(1-2 days, 8/16 hours, 8/16 PDUs)

Microsoft Project is a powerful tool that helps you break down projects into manageable components, so that you can plan, administer, follow up and control the project.

The course is intended for companies and organizations that use, or want to start using, Microsoft Project.

## AFTER THE COURSE YOU WILL

- ❖ Be familiar with the main principles of project planning.
- ❖ Be able to use Microsoft Project to plan your projects

## SUBJECT

The subjects your company can choose from include:

- ❖ Project-planning theory.
- ❖ Structuring and documenting work packages.
- ❖ Estimating and sequencing activities.
- ❖ Allocating resources and budgeting projects.

## DOCUMENTATION

The book MS Office Project Step by Step by Carl Chatfield.

## TARGET GROUP

- ❖ Project planners
- ❖ Project managers
- ❖ Project administrators.

## IN THE TOOL WE WILL WORK WITH:

- ❖ Microsoft Project basics.
- ❖ Defining and sequencing activities.
- ❖ Understanding the activity information.
- ❖ Creating a time schedule.
- ❖ Understanding the meaning of activity types, and how to use them.
- ❖ Allocating resources and budgeting the project.

## SOFTWARE

Our courses are adapted to: Microsoft Office 2003 and later versions.

All participants should bring their own computers to the course with the required software already installed

## PREREQUISITES

The course assumes that you have project manager training, for example PROPS for Project Managers, or that you have field experience. You should be an experienced Windows user and be well versed in Excel.