



Microsoft Project Essentials

Description	This intensive three-day class addresses those core Microsoft Project skills and processes that are necessary to create and baseline a resource balanced schedule, update it with actual values, apply approved changes, and create useful reports. The course initially focuses on learning the tool, but as skills improve, shifts to include solving management problems using schedule data.
Length	3 days – 21 PDUs <i>Custom option available to analyze samples of your personal project plans.</i>
Prerequisites	None
Materials Included	Project Essentials Workbook, plus additional materials
Who Should Take This Course	Project managers, portfolio managers, team leaders, planners, schedulers, and other project stake holders - those responsible for and concerned with high quality, on time and within budget delivery.
Rate	\$1,195 / person Additional discounts available for on-site classes or for multiple attendees

Objectives

On course completion, students will be able to:

- Forecast impacts of schedule variance and scope change.
- Know which resource does what and when.
- Identify schedule risks in time to appropriately address them.
- Forecast future resource needs in a timely way.
- Find and adjust unworkable resource allocations.
- Make fact based go / no-go decisions.
- Use data as the basis for stake holder communication.

Topics we cover include:

- Initial Microsoft Project settings.
- Initial project schedule settings.
- Creating the project network diagram.
- Setting up a Work Breakdown Structure.
- Assigning and allocating resources.
- Dealing with schedule and resource conflicts.
- Meeting communication needs - tables, views and reports.
- Creating and using a schedule baseline.
- Updating the schedule with status.
- Calendars and filters.
- Identify and discuss key decisions that are better made before schedule construction begins. The results could become your organization's scheduling best practices.

