

Number	Course Name	Days	PDU's	Cost
EPS	Effective Project Scheduling with Microsoft Project	2	14	\$895

See www.softkeyinc.com/pmu.php for course schedule.

This two-day workshop teaches the fundamentals of using Microsoft Project to create a project schedule. This course covers setting up a new project, working with major task views and tables, creating a task list, establishing dependencies, fixed duration and work effort, assigning and modifying resources, project networks, creating the schedule baseline, and tracking project performance.

Topics:

- ▶ Overview of project management
- ▶ Project charter
- ▶ Roles and responsibilities
- ▶ Developing the project schedule
- ▶ Managing the project team
- ▶ Set up the project
- ▶ Kickoff meeting
- ▶ The project process
- ▶ Critical path analysis
- ▶ Controlling the project
- ▶ Developing goals and objectives
- ▶ Project team
- ▶ Project planning
- ▶ Risk analysis
- ▶ Closing the project

At the end of this course you will understand:

- ▶ Set up a new project
- ▶ Creating an organized task list using phases and milestones
- ▶ Dependency types and how to establish dependencies among activities
- ▶ The work formula (work = duration x units)
- ▶ The fixed duration task type and how to use it
- ▶ Assigning resources and effort driven scheduling
- ▶ How Microsoft Project calculates the project end date
- ▶ The critical path and how to manage activities on the critical path
- ▶ A schedule baseline and the importance of creating it
- ▶ The interaction of actual work/actual duration, remaining work/remaining duration, and percentage complete
- ▶ When to baseline the schedule

