

Course Title**Project Planning & Scheduling using Microsoft® Project 2013– 1 Days - Basic Foundation Course****What You will Learn?**

- Understand the Microsoft Project 2013 Interface
- Learn how to use Calendars, Templates, Filters and Reports
- Learn how to create WBS to define the project scope and Manage and Control the Scope
- Learn how to capture dependencies, efforts and costs
- Learn how to assign resources to tasks
- Identify the project Critical Path and fine tune project schedule
- Baseline and control the project Baseline
- Update and Report the project progress

What is this Course about?

projectingIT's Project Planning & Scheduling Training Course gives you the foundation, techniques and tools to manage the various stages of the project life cycle, plan and execute project work within the set constraints of scope, time, cost and resource, set project targets, get the most from your project management team, and utilize state-of-the-art project management software to get the work done on time and within budget.

The course is designed based on the guidelines provided in Project Management Institute's A Guide to the Project Management Body of Knowledge (PMBOK® Guide). You'll learn project management skills through case studies, hands-on exercises and practical experiences that can immediately be applied to your job.

Duration

Live Online Course: 1 day

Program Outline**INITIATING**

- Project Scheduling Process
- Decide between forward or backward scheduling
- Set up the project Start Date or project Finish Date
- Learn how Calendars work and create the Project Calendar
- Configure the Options to reflect currency, date formats and estimates
- Understand the Microsoft Project 2013 interface
- Initiating Best Practices and Checklists

PLANNING

- Determine and Enter project Phases
- Create the WBS - Deliverables and Tasks
- Mark the project Milestones and Highlight them
- Enter project Duration or Work estimates
- Learn concepts on dependencies and Link tasks
- Create the project Deadlines
- Determine resource requirements and enter resources and Costs
- Determine the Critical path
- Optimize the Project Schedule
- Planning Best Practices and Checklists
- Baseline the Project Schedule

TRACKING, MONITORING AND REPORTING

- Collect and enter the actual data
- Analyze the schedule
- Taking corrective actions to bring project back on track
- Progress reporting using various formats
- Forecast remaining efforts, latest finish dates and costs
- Best Practices and Checklists

CLOSING

- Evaluate and review the project
- Archiving project data for historical information
- Best Practices and Checklists

Who Should Attend?

Project Managers, Team Leaders, Senior Managers and anyone who uses or wishes to implement Microsoft® Project on a day-to-day basis to schedule and manage a single project. Though it is aimed at new and intermediate users, even the proficient users will find it worthwhile.

Why I should do this Course?

This course presents a good insight on how to implement Microsoft Project to create, update and control your projects using scheduling best practices. You'll learn how-to and when-to use specific features to create effective schedules. The course is mapped to PMBOK® process groups and explains the corresponding Microsoft Project specific scheduling activities within that process groups.

Why ProjectingIT?

- Trained over 10,000+ professionals on best practice project management and scheduling
- Experienced and subject matter expert trainers
- Trainers are certified in PRINCE2, PMP and Microsoft Project
- Hands-on training based on real time project scenarios
- Scenario based Step-by-Step Instructions manual
- Guidelines / Checklist on best project management and scheduling practices
- Post Training troubleshooting and hand holding