



Building professionalism in project management™

Project Management Institute
Melbourne Chapter

Project Management Using MS-Project

Purpose	<p>As organizations throughout the world have rapidly moved into a project centric culture, the need for skill and consistency in project management has become an essential ingredient for project and organizational success.</p> <p>This course is designed to help project leaders to effectively implement a PMBOK based project management approach using the popular MS-Project scheduling tool.</p>
Duration	Two days.
Intended Audience	This course is intended for project coordinators, team leaders and project managers who need to plan and control projects using MS-Project.
Learning outcomes	<p>At the completion of this course, participants will be able to:</p> <ul style="list-style-type: none">• Set up a template, or templates, for MS-Project to increase productivity and efficiency• Trace scope items to schedule items to improve traceability and communication• Relate all the PMBOK Time Management processes to the functionality provided by MS-Project• Focus on key planning functionality provided by MS-Project including features that are useful but not well documented or known• Focus on the controlling functionality provided by MS-Project by setting a baseline and tracking progress• Identify reports provided by MS-Project as well as customize views and scale/filter views and information
Learning environment	Face to face presentation with supporting practical exercises during the course.
Course Materials	Notes and exercises are provided. Electronic files/examples are also distributed to students during and/or after the course
Special Requirements	Students are asked to bring a portable computer with either MS-Project 2003 or 2007 installed BUT this is not mandatory to attend the course.
Instructor	Instructor is nominated on the web site
PDU Information	PDU Hours: 12 (Project Smart Pty Ltd) is a PMI Registered Education Provider (REP))