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| Course Name: | Planning and Control Using Microsoft Project 2010 and the <i>Guide to the Project Management Body of Knowledge, (PMBOK® Guide)</i> | |
| Area of Study | Classroom Hours: | |
| Project Management Software | 14 | |
| Description | | |
| <p>This course is for students who understand the <i>PMBOK® Guide</i> Fourth Edition project management processes, how to plan and control projects with and without resources up to an intermediate level using Microsoft® Office Project 2010.</p> <p>Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.</p> <ul style="list-style-type: none"> ■ Creating a Project Schedule ■ Navigation and Setting the Options ■ Creating Projects and Templates ■ Defining Calendars ■ Adding Tasks ■ Organizing Tasks Using Outlining ■ Formatting the Display ■ Adding Task Dependencies ■ Network Diagram View ■ Constraints ■ Filters ■ Tables and Grouping Tasks ■ Views and Details ■ Printing and Reports ■ Tracking Progress ■ Creating Resources and Costs ■ Assigning Resources and Costs to Tasks ■ Resource Optimization ■ Updating Projects with Resources | | |
| Students enrolled for this course should have the following: | | |
| <ul style="list-style-type: none"> ■ Project management or scheduling experience and a desire to learn how to use the software to schedule and control projects in an environment based on the <i>PMBOK® Guide</i> process and components. ■ Program management, project management or project control experience and a desire to learn how to evaluate the software against their organizational requirements. | | |
| Upon successful completion of this course, students will be able to: | | |
| <ul style="list-style-type: none"> ■ Create new project schedules ■ Schedule and update their projects ■ Create and filter layouts ■ Create project baselines ■ Create and assign resources and calendars ■ Control their projects with resource optimization | | |