

<b>Course Name: Planning and Scheduling Using Microsoft Project 2010</b>	
<b>Area of Study</b>	<b>Classroom Hours:</b>
<b>Project Management Software</b>	<b>14</b>
<b>Description</b>	
<p>This course is designed to teach project management professionals how to use the software in a project environment. The course focuses on the information required to create and update a schedule with or without resources using Microsoft Project 2010 by concentrating on the core functions required to plan and control a project.</p> <p>Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.</p> <ul style="list-style-type: none"> <li>▪ Creating a Project Schedule</li> <li>▪ Navigation and Setting the Options</li> <li>▪ Creating Projects and Templates</li> <li>▪ Defining Calendars</li> <li>▪ Adding Tasks</li> <li>▪ Organizing Tasks Using Outlining</li> <li>▪ Formatting the Display</li> <li>▪ Adding Task Dependencies</li> <li>▪ Network Diagram View</li> <li>▪ Constraints</li> <li>▪ Filters</li> <li>▪ Tables and Grouping Tasks</li> <li>▪ Views and Details</li> <li>▪ Printing and Reports</li> <li>▪ Tracking Progress</li> <li>▪ Creating Resources and Costs</li> <li>▪ Assigning Resources and Costs to Tasks</li> <li>▪ Resource Optimization</li> <li>▪ Updating Projects with Resources</li> <li>▪ Project Options</li> <li>▪ More Advanced Scheduling</li> <li>▪ Tools and Techniques for Scheduling</li> </ul>	
<b>Students enrolled for this course should have the following:</b>	
<p>This course is perfect for project managers, schedulers, and project management companies in industries such as building, construction, oil &amp; gas, software development, government and defense who wish to learn the software.</p>	
<b>Upon successful completion of this course, students will be able to:</b>	
<ul style="list-style-type: none"> <li>▪ Know and apply the basics required to create a schedule</li> <li>▪ Create and assign resources and costs</li> <li>▪ Understand and use more advance scheduling features, tools, and techniques</li> </ul>	