

Course Name: Planning and Control Using Microsoft Project 2010 and the *Guide to the Project Management Body of Knowledge, (PMBOK® Guide)*

Area of Study	Classroom Hours:	Tuition per Student
Project Management Software	14	\$650

Description

This course is for students who understand the *PMBOK® Guide* 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.

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

- 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:

- 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 *PMBOK® Guide* 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:

- 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

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