

Course Name: Planning and Scheduling Using Microsoft Project 2010

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

Description

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.

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
- Project Options
- More Advanced Scheduling
- Tools and Techniques for Scheduling

Students enrolled for this course should have the following:

This course is perfect for project managers, schedulers, and project management companies in industries such as building, construction, oil & gas, software development, government and defense who wish to learn the software.

Upon successful completion of this course, students will be able to:

- Know and apply the basics required to create a schedule
- Create and assign resources and costs
- Understand and use more advance scheduling features, tools, and techniques

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