

Project Management Using



DESCRIPTION

Project management involves the control and schedule of resources costs and time. This seminar will provide participants with the methods and techniques on how to manage and control a project using the MS Project tool. Participants will be taught how to plan, schedule, link and manipulate tasks, manage resources within time cost and quality constraints and produce project reports.

This course is indented for both technical and business personnel who are responsible for controlling and delivering medium to large projects based on the work provided by a group of people and other resources.

OBJECTIVES

- Use Project management Concepts and terms
- Identify the phases of a project
- Define tasks, duration and milestones
- Establish task relationships
- Group tasks to form subprojects
- Manage project resources
- Scheduling resources to tasks
- Tracking and reporting project progress

PREREQUISITES

It is desired that participants have team or project management basic experience or skills.

Basic knowledge of the Microsoft Windows environment is required.

Duration: 16 hours

COURSE OUTLINE

- Understanding Project Management Basics
- Learning MS Project Basics
- Working with Project Tasks
- Establishing Task Relationships
- Outlining your Project
- Working with Resources
- Managing Project Resources
- Changing Working Time
- Scheduling with Resources
- Managing Resource Workloads
- Viewing the PLAN
- Applying Project Filters and Sorting
- Printing Views and Reports
- Controlling the Project
- Scheduling Task Constraints
- Tracking Project's Progress
- Working with the Critical Path



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